

CITY OF COSTA MESA, CALIFORNIA

PROPOSED OPERATING AND CAPITAL IMPROVEMENT BUDGET FISCAL YEAR 2021-2022



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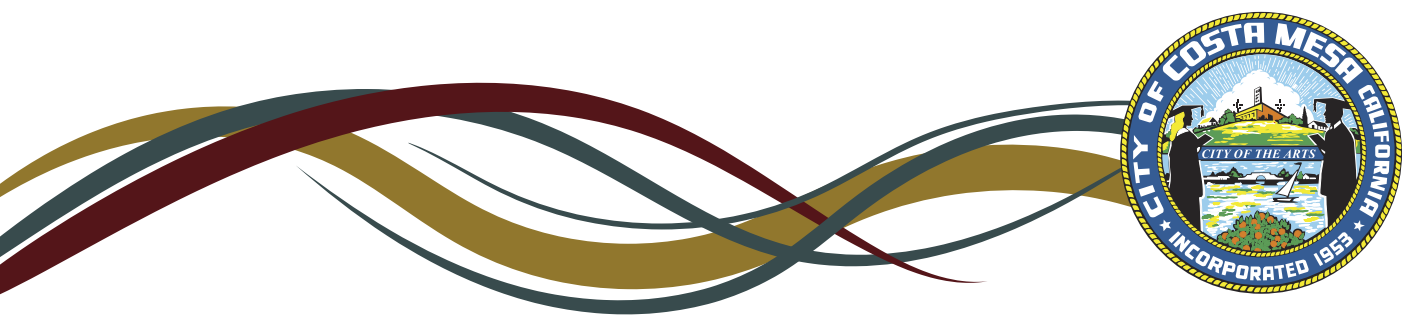
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CITY OF COSTA MESA

CITY MANAGER'S OFFICE

May 25, 2021

To the Honorable Mayor, Members of the City Council, and Citizens of Costa Mesa:

I am proud to present the City of Costa Mesa's Proposed Fiscal Year 2021-22 Operating and Capital Improvement Budget. The FY 2021-22 Proposed Budget is a financially sustainable budget that invigorates the City's economic recovery through strategic investments in Citywide infrastructure, restoring staffing and services to pre-pandemic levels, and maximizing Federal stimulus funds to maintain essential services.

With the reopening of the California economy on June 15, 2021, the FY 2021-22 Proposed Budget positions Costa Mesa to succeed in overcoming the myriad of challenges posed by the COVID-19 worldwide pandemic. The City's management team has developed a proposed expenditure plan for FY 2021-22 that achieves many of the City Council's goals and priorities, while providing a high level of service to the community within existing resources. This plan allows the City to chart a distinct path towards economic resilience for both the short and long term, while the country eases into a nationwide reopening.

Guiding Principles

The guiding principles that inspired the recommendations contained in the FY 2021-22 Budget were created in January 2021, when the City Council conducted a Strategic Planning workshop identifying key priorities, as well as a new Mission Statement for the City of Costa Mesa, as follows:

"The City of Costa Mesa serves our residents, businesses, and visitors by promoting a safe, inclusive, and vibrant community."

In addition to a new Mission Statement, five new Strategic Plan Goals were developed:

- Recruit and retain high quality staff;
- Achieve long-term fiscal sustainability;
- Strengthen public safety and keep the community safe;
- Maintain and enhance the City's infrastructure, facilities, equipment and technology; and,
- Diversify, stabilize, and increase housing to reflect community needs.

The recommendations contained in the FY 2021-22 Proposed Budget are rooted in the Five Strategic Plan Goals created by the City Council for a safe, inclusive and vibrant City.

ANALYSIS:

The theme for the FY 2021-22 Proposed Budget, “**Charting the Path to Recovery,**” conveys the restoration of core services while incorporating key strategies to ensure long-term fiscal sustainability. It provides a framework for reinstating service levels cut during the pandemic while using Federal American Rescue Plan funds, along with the City’s Disaster Reserves, if needed, to sustain core services until revenues return to pre-pandemic levels.

The FY 2021-22 Proposed Budget represents the third phase of a multi-year effort to restore financial sustainability for the City after experiencing significant revenue losses caused by the pandemic. Phase One of the City’s economic stability plan, implemented in April 2020, for the final quarter of FY 2019-20, was hugely successful resulting in a balanced year-end budget on June 30, 2020 without the use of reserves. Phase two of the City’s plan for economic stability was the adoption of the current FY 2020-21 Budget that began last July 1, 2020, and reduced spending across City Departments and implemented 5 percent employee furloughs in an effort to reduce costs while still saving jobs.

Next year’s FY 2021-22 Proposed Budget represents the third phase of implementation as it carefully restores staffing and service levels cut at the height of the pandemic, while utilizing Federal stimulus funds as the bridge to a post pandemic society.

Overview of FY 2021-22 Proposed All Funds Budget

The Proposed FY 2021-22 Budget totals \$197.9 million in All Funds. This reflects a \$34.1 million, or 21 percent increase from the FY 2020-21 All Funds Budget of \$163.8 million.

Table 1

<u>FY 2021-22 PROPOSED BUDGET - ALL FUNDS</u>				
Appropriations All Funds	Adopted FY 2020-21	Proposed FY 2021-22	<u>Increase/Decrease</u>	
			Amount	Percent
Operating Budget	\$ 145,841,031	\$ 163,522,932	\$ 17,681,901	12.1%
Transfers Out	4,099,924	9,841,585	5,741,661	140.0%
Capital Budget	13,855,245	24,566,362	10,711,117	77.3%
Total	<u>\$ 163,796,201</u>	<u>\$ 197,930,878</u>	<u>\$ 34,134,678</u>	20.8%

The All Funds Budget for a City contains all of the governmental, proprietary and internal service funds of a City, including grants and other restricted funds designed for specific services and purposes provided by higher levels of government (i.e. Federal, State and County governments and agencies). As such, the All Funds Budget contains many funds that are separate entities with specific accounting and reporting requirements as per government regulations and in some cases, statutes.

The City's General Fund, on the other hand, is not restricted and can be used to provide a broad array of public services and is comprised of multiple revenue sources including taxes (such as property, sales and hotel taxes, among others), user fees, fines, facility rentals, and development related fees, to name a few.

Many of the City's special and restricted funds receive ongoing revenue streams, while some are one-time competitive grants and require careful monitoring and record keeping. In some instances, a Fund can have available fund balances that have accumulated over time and are expended as the need arises and/or to complete specific projects at assigned timeframes. Hence, there is no one-size-fits-all solution for managing and monitoring Funds. Each Fund is reviewed on a case-by-case basis to ensure sufficient fund balances and/or ongoing revenues are available to cover proposed expenses. The main factors related to the year-over-year increase in the FY 2021-22 Proposed All Funds Budget are described below.

Operating Budget

The projected increase of \$17.7 million in the Operating Budget's portion of the FY 2021-22 All Funds Budget is mostly comprised of the reinstated staffing and service levels previously cut as a result of the pandemic's fiscal impacts. The General Fund has the most significant increase which is estimated at \$12.9 million. Of the \$12.9 million in increased spending in the General Fund, half of that amount or \$6.6 million, is from Federal American Rescue Plan Part Two funds the City will receive after July 1, 2021. The \$6.6 million in ARP funded restorations include 17.4 full-time and part-time positions previously defunded throughout the City, as well as training, supplies, and other services (see Attachment 1 under "ARP: II).

Further, the Operating budget contains the 7.25 additional positions approved to administer Measure Q, the retail cannabis measure, approved by the City Council in February 2021 and estimated at \$1.2 million. It is expected this increased cost for staffing Measure Q will be offset by Cannabis Conditional Use Permit and Business Permit fees, and the 7 percent tax authorized by the voters. Lastly, the General Fund increase also reflects an additional \$3.0 million to restore the five percent furlough cuts for all employees Citywide for the new fiscal year starting July 1, 2021.

To be clear, the FY 2021-22 Proposed Budget does not recommend the use of ARP Phase Two funds for this purpose and instead recommends the use of Declared Disaster Reserves. That is because the City Council previously approved ARP funds to eliminate furloughs and reimburse employees for the cuts taken in the current year, FY 2020-21, from ARP Part One monies. Given the fact that the City has not yet dipped into its reserves, and even if required to do so before June 30, 2021 for the current year, there is still sufficient Council authority from Declared Disaster Reserves to cover this expense for one more year. Utilizing a combination of Federal stimulus funds and disaster reserves will assist the City in restoring services to near pre-pandemic levels while the economy recovers.

Transfers Out

Transfers Out from All Funds total \$9.8 million. Two Funds are transferring funds out to other funds for planned and specific purposes. The main Transfer Out is from the General Fund and totals \$9.0 million. The General Fund is transferring monies into two funds, the Capital Improvement Fund (\$6.9 million) to support the Capital Assets Needs Ordinance (CAN) contribution to the annual Capital Improvement Plan; and the Information Technology Replacement Fund (\$2.1 million) for the planned replacement of aging equipment and software systems throughout the City. The second fund that is initiating a Transfer Out is the Federal American Rescue Plan Fund that is transferring a combined \$0.9 million to the Information Technology Fund and the Capital Improvement Fund to reflect 1.5 percent and 5 percent of ARP local revenue replacement funds for each program area respectively.

Capital Budget

The All Funds Capital Budget of \$24.6 million reflects the City's annual Capital Improvement Program Budget that contains an increase of \$10.7 million as a result of the full funding of the CAN, as well as changes in other special and restricted funds for Capital projects. The FY 2021-22 transfer increase from the General Fund and the American Rescue Plan is \$5.3 million, utilizing the projected modest increase in General Fund Revenues and the anticipated receipt of American Rescue Plan funds, and \$2.7 million in additional Measure M2 funding. Additional detail regarding the CIP Budget was presented at the May 11, 2021 Study Session for the CIP and is further detailed in the CIP section of the FY 2021-22 Proposed Budget.

FY 2021-22 Proposed General Fund Budget Overview

The Proposed FY 2021-22 General Fund expenditure budget is \$154.4 million. This reflects an increase of \$17.8 million or 13.0 percent, from the FY 2020-21 Adopted Budget of \$136.6 million. Table 1 is a summary of the changes in the FY 2021-22 General Fund Budget.

Table 1 – FY 2021-22 General Fund Proposed Budget vs. FY 2021-21 Adopted Budget

<u>FY 2021-22 GENERAL FUND PROPOSED BUDGET</u>					
	Adopted FY 2020-21	Proposed FY 2021-22	<u>Increase/Decrease</u>		
			Amount		Percent
Estimated Revenues	\$ 126,360,101	\$ 144,622,060	\$18,261,959		14.5%
Transfers In	-	6,561,529	6,561,529		100.0%
Use of Fund Balance	10,277,168	3,219,101	(7,058,067)		(68.7%)
Total Resources	<u>\$ 136,637,270</u>	<u>\$ 154,402,680</u>	<u>17,765,421</u>		13.0%
Operating Budget	\$ 132,537,346	\$ 145,421,744	\$ 12,884,398		9.7%
Transfers Out	4,099,924	8,980,936	4,881,012		119.1%
Total Appropriations	<u>\$ 136,637,270</u>	<u>\$ 154,402,680</u>	<u>\$ 17,765,410</u>		13.0%

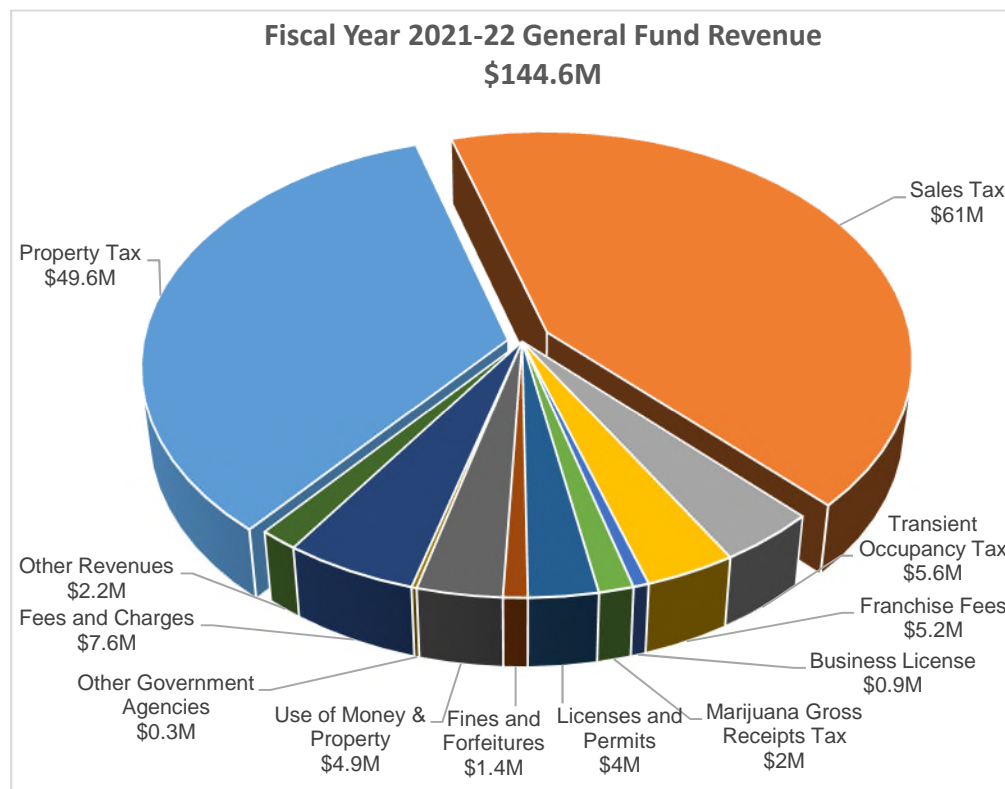
General Fund Revenue Highlights

The FY 2021-22 Proposed Budget for General Fund revenue and other sources of funds totals \$154.4 million, a \$17.8 million, or 13.0 percent increase from the current Adopted Budget.

The total amount of General Fund revenue and sources of funds is comprised of the following: 1) Projected recurring General Fund revenue of \$144.6 million; 2) The use of \$6.6 million in Federal American Rescue Plan Funds (Part Two) as permitted by Congress to serve as “revenue replacement” in the General Fund to restore cuts made due to the pandemic; and, 3) The use of an estimated \$3.2 million in Declared Disaster Reserves, if needed, to cover the restoration of employee base salaries previously reduced via furloughs.

Even with the planned use of \$3.2 million in Declared Disaster Reserves next fiscal year, the City will not have expended the full \$10.3 million in reserves approved by the City Council to address financial challenges related to the pandemic. Last year’s FY 2019-20 Budget closed the fiscal year without requiring the use of reserves. The FY 2020-21 current year budget is anticipated to draw down a maximum of \$2.0 million from reserves to close the year in balance in a worst case scenario. Under a best case scenario for the current year, the City will again close its fiscal year in balance due to the aggressive and early budget balancing actions implemented in April 2020 and beyond to ensure financial sustainability. Hence, the amount recommended for a next year drawdown of funds is conservative and modest, allowing the City to spread out the use of Federal American Rescue Plan funds over the next two years as permitted by the Federal government. Table 2 shows the proportionate share of each General Fund recurring revenue category projected next year.

Table 2 – Fiscal Year 2021-22 General Fund Revenue Share by Category



Recurring General Fund Revenue is showing signs of recovery, particularly in certain key areas such as Sales Tax, Licenses and Permits, Use of Money and Property, and Fees and Charges. The recurring portion of General Fund revenue projected for next year is \$144.6 million and reflects the funds typically used to cover public safety, parks and community services, development services, and other activities and programs known to residents.

Sales Tax: Sales tax is the largest revenue category in Costa Mesa, and is estimated at \$61.0 million, or a 10 percent increase over the FY 20-21 Adopted Budget; but still \$4.0 million below FY 2018-19 actuals, the last year with no pandemic fiscal impacts. The increase is mostly attributed to the pent up demand of sales, including an increase in the sale of luxury items, building and construction, and the exponential growth in online purchases.

Property Tax: All combined Property Tax revenues are estimated at \$49.6 million, reflecting a 12 percent growth over the prior fiscal year, largely attributed to a steady increase in assessed valuations for multiple property types and an increase in homes sales surpassing the prior year.

Transient Occupancy Tax (TOT): Although key revenue areas are showing signs of economic recovery, there are certain areas that continue to struggle. Transient Occupancy Tax, estimated at \$5.6 million, will likely struggle to recover to previous levels. The hotel, travel and leisure industry was the most severely impacted sector of the economy suffering up to 60 percent losses in revenue due to government health orders restricting travel, conventions, and conferences. This industry will likely not recover until 2024, at the earliest, as a result.

Fees and Charges: Fees and Charges are assumed to recover for the most part, but not to previous levels, at \$7.6 million, a loss of \$1.2 million from FY 2018-2019 actuals.

Measure Q Retail Cannabis: On November 3, 2020, voters approved the “City of Costa Mesa Retail Cannabis Tax and Regulation” measure, also known as Measure Q, which allows cannabis retail storefront and delivery uses. City Council voted to adopt a 7 percent tax on cannabis retail businesses.

The General Fund budget includes first year estimates of additional revenue associated with this initiative including an estimated \$2.0 million or more in retail cannabis tax receipts, and Marijuana CUP and Business Permit fees. Revenue received from this Measure is subject to annual audits, which the City has set aside \$50,000 for in order to secure an independent qualified auditing firm to conduct the audits. The City is not expected to generate \$3.0 million or more in annual revenue until at least the second year of implementation.

½ Percent for the Arts: Of the total 7 percent Cannabis tax rate, half a percent is dedicated to the Arts and Culture Master Plan in the FY 2021-22 Proposed Budget, and another half percent to a new First Time Homebuyers Program. Due to reallocation of one percent of the seven percent of Measure Q tax funding as approved by the Council, these two new programs are not included in the General Fund. The Proposed Budget creates two new restricted Funds: the Arts and Culture Master Plan Fund and the new First Time Homebuyers Fund, each have a distinct and dedicated Special Revenue Fund for these programs.

The Proposed Budget fully funds Year One of the Council-adopted Arts and Culture Master Plan, including the new Arts Specialist position originally slated for Year Two, and all the activities proposed for Year One of the plan that increase opportunities for all to experience arts and culture throughout the City and expand public art, both indoor and outdoor, to name a few goals as established by the Plan. The FY 2021-22 Proposed Budget includes funding for such projects as “ART Venture”; enhanced branding for the City as the “City of the Arts;” “Honorarium” Laureate speaking engagements; a new Arts Commission; a Public Art Policy; and a new Arts Specialist position that will support and coordinate the many programs created as a result of the newly adopted Arts and Culture Master Plan. Funding for these activities will be funded by Measure Q in the FY 2021-22 Proposed budget at an amount of \$194,400.

½ Percent for a First Time Homebuyers Program: The FY 2021-22 Proposed Budget includes funding to establish a first-time homebuyer program for current City residents as well as graduates of the Newport Mesa Unified School District. The first-time homebuyer program is intended to provide mortgage assistance to qualified lower-income homebuyers to encourage homeownership for those who otherwise cannot qualify or afford to purchase a home in Costa Mesa without assistance. This program will be funded by Measure Q in the FY 2021-22 Proposed Budget at an amount of \$194,400.

Federal American Rescue Plan (ARP) Funds: The American Rescue Plan of 2021 passed by the United States Congress and signed into law by President Joe Biden on March 11, 2021, is a \$1.9 trillion economic stimulus bill providing for a wide variety of funding efforts to offset the economic losses resulting from the worldwide pandemic, COVID-19. The ARP includes \$360 billion in direct funding to states, counties and cities to offset economic losses and increased expenses resulting from the pandemic. The ARP also includes economic relief to local, state and tribal governments that have experienced a significant revenue loss and/or increased expenditures resulting from this pandemic. Costa Mesa plans to receive \$26.5 million from the Treasury Department over the next two fiscal years as revenue replacement to cover revenue losses and increased expenses caused by the pandemic.

Expenditure reductions due to revenue losses incurred due to the pandemic are eligible for use under the ARP as long as they do not cover pension costs. Therefore, the Fiscal Year 2021-22 Proposed Budget is strategically utilizing \$6.6 million in ARP funds Part Two to restore cuts to departments, reallocate funding to capital projects that were deferred due to the economic impacts of the pandemic, fund enhancements to the City’s information technology, and restore employee compensation and staffing to pre-pandemic levels.

FY 2021-22 General Fund Budget Expenditure Highlights

The Proposed General Fund budget for FY 2021-22 reflects total expenditures of \$154.4 million. Of this amount, \$145.4 million in operating costs represents an increase of \$12.9 million, or 9.7 percent, from the current year adopted budget of \$132.5 million. The FY 2021-22 Proposed Budget for expenditures includes the following key items, to name a few.

Expenditure Highlights

- A Table of Organization reflecting 530 full time employees and 122 part-time employees for a total of 652 employees;
- This reflects 9.7 additional FTEs added to the Table of Organization; of which 4.0 are funded from sources other than the General Fund;
- New positions include a new Active Transportation Coordinator, Arts Specialist, Assistant City Manager, Network Administrator and Programmer Analyst II, Senior Management Analyst and Associate Engineer in Public Services, Crime Prevention Specialist, and Emergency Medical Services Coordinator;
- The elimination of 8 part time positions Citywide;
- The 7.25 full-time positions related to Measure Q administration added in mid-year;
- The reinstatement of five percent of compensation for employees totaling \$3.0 million;
- Restoration of 13.75 full time positions and 3.68 part time positions totaling \$1.7 million;
- A \$0.8 million increase in the annual required CalPERS contributions;
- An additional \$4.7 million in capital spending required by Ordinance to fully comply with the Capital Assets Ordinance (CAN) for a total General Fund commitment of \$7.0 million, or five percent, of estimated General Fund revenues;
- A \$210,600 increase for the Five Year Information Technology Strategic Plan reflecting 1.5 percent of the increased General Fund revenue projections in FY 2021-22;
- The ARP funded \$6.6 million in reinstated staff and operating costs; and contractually required, fixed costs and other miscellaneous increases; and,
- The continuation of the \$4.0 million vacancy factor (negative appropriation) adopted in FY 2019-20 General Fund Budget.

It is important to note that the Proposed FY 2021-22 General Fund expenditure estimate of \$154.4 million does not include approximately \$3.0 million in new funding requests from City departments that are not contained in the Proposed Budget for City Council consideration.

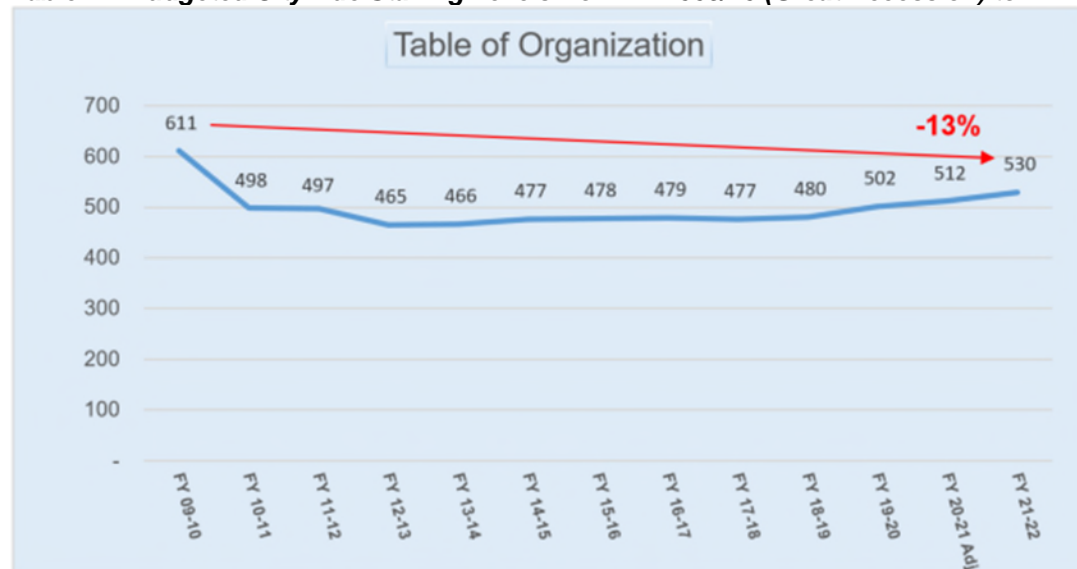
Table 3 – Five Year Historical Spending by Department – General Fund

Department	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Adopted	FY 2020-21 Amended	FY 2021-22 Proposed	%
City Council	476,617	667,505	773,216	769,749	769,749	891,341	0.6%
City Manager	4,263,269	4,762,486	4,056,091	4,235,745	4,240,745	4,439,899	3.1%
City Clerk	800,954	975,348	1,065,377	1,206,780	1,206,780	965,645	0.9%
Human Resources	1,451,214	1,508,554	1,593,914	1,700,155	1,658,755	1,635,523	1.2%
Risk Management	2,523,739	2,492,586	2,978,575	337,909	351,809	344,648	0.2%
City Attorney	1,261,322	1,170,015	1,000,000	950,000	950,000	1,000,000	0.7%
Finance	2,811,902	3,310,638	4,369,638	4,485,375	4,521,788	4,750,218	3.3%
Parks and Comm. Svcs	5,702,651	6,611,825	7,298,474	7,414,732	7,446,265	7,664,502	5.4%
Information Technology	3,149,792	3,043,527	3,665,497	3,714,192	3,715,242	4,523,856	2.7%
Police	43,421,899	46,271,525	49,482,346	48,334,032	48,733,746	51,313,014	35.4%
Fire	23,008,284	28,809,137	28,237,213	27,747,083	27,943,789	30,142,203	20.3%
Development Services	5,601,397	6,250,876	6,950,075	6,325,666	6,353,559	7,782,564	4.6%
Public Services	18,313,322	18,561,083	19,209,987	17,801,071	17,997,649	20,124,435	13.0%
Non Departmental	18,241,551	23,086,207	11,475,099	11,614,781	18,108,912	18,988,668	8.5%
TOTAL	\$131,027,913	\$147,521,312	\$142,155,502	\$ 136,637,270	\$143,998,788	\$154,566,515	100%

Staffing Levels

The Proposed budget includes a total of 530 full-time employees. This amount reflects the addition of 2.0 positions funded in the IT Replacement Fund, as approved in the Information Technology Strategic Plan. Mid-year staffing adjustments of 7.25 Measure Q positions and 1.5 in staffing realignments are also included. The Proposed Budget incorporates an additional 9.7 full time positions that are mostly attributed to the reallocation of part time positions to full time. During the Great Recession, the City lost 146 full time positions. While the number of full-time staff at the City has grown since the cuts made to staffing over 10 years ago, the workload attributed to the pandemic, implementation of Measure Q, and major new projects and initiatives across the City, has magnified the need to both stabilize and enhance the workforce commensurately. Even with the proposed changes, full time staffing levels are 13 percent under FY 2009-10 levels.

Table 4 – Budgeted Citywide Staffing Levels from FY 2009/10 (Great Recession) to FY 2021-22



As a result of the COVID-19 pandemic, the City was faced with significant financial challenges which resulted in Side Letter Agreements to achieve the equivalency of a five percent (5%) furlough savings. On May 4, 2021, the City Council approved the elimination of all furloughs across all labor groups and restored employee salaries back to pre-pandemic levels. The FY 2021-22 Proposed General Fund Budget includes an additional \$3.0 million in salaries and benefits to fully restore the amounts cut via the furloughs and 17.4 defunded positions. The Proposed FY 2021-22 Operating Budget reinstates funding for those positions in the Fire and Rescue, Information Technology, Development Services, Public Services, and Finance Departments in order to enhance public service and improve productivity and reflects a \$1.7 million increase in General Fund spending above the FY 20-21 Adopted General Fund Budget.

Commitment to Public Safety: One of the main priorities of the FY 2021-22 Proposed Budget is public safety. As such, more than 55 percent of the General Fund Adopted Budget, approximately \$81.5 million is designated for public safety.

The Police Department budget contains 138 full time sworn personnel, reflecting two additional police officer positions approved mid-year as part of the Measure Q Cannabis Retail Program's implementation for an increase of \$498,203. We are pleased to report this is the highest level of Police Department sworn staffing since the Great Recession. In addition, the Police Department's maintenance and operations budget increased by \$495,301, to restore the previous year's FY 2020-21 budget reductions, mostly for training, and necessary equipment and other purchases. As part of the City's multi-pronged approach to balance the General Fund budget, the Police Department still retains a vacancy factor of seven percent or \$3.7 million in the FY 2020-21 Adopted Budget.

The Fire Department budget contains 95 total of full time personnel; 83 full time sworn personnel and 12 non-sworn positions and 3 Part-time positions. The Fire Department provides emergency response services and staffs six fire stations, 24 hours a day seven days a week, 365 days a year with an increase of \$2,395,120 over the FY 2020-21 Adopted Budget. We are pleased to also report this is the highest level of Fire Department sworn staffing since the Great Recession. In addition, the Fire Department's maintenance and operations budget was increased by \$27,400 for training, necessary equipment and other purchases.

Operating Budget

The Operating Budget increase of \$12.9 million is mostly comprised of the reinstatement of defunded positions and service reductions implemented as a result of the pandemic's fiscal impacts. Included is \$6.6 million to cover the cost of reinstating prior year reductions that include 17.43 defunded full time and part time positions, training, supplies, and other operating expenses. Additional funding of \$0.5 million will support the new permanent Homeless Shelter. The General Fund contribution towards all activities and services to address homelessness, including the shelter, is proposed at \$1.7 million, which is still significantly lower than the FY 2019-20 actual expense of all programs related to homelessness of \$2.4 million. The General Fund's share of the expense of operating the permanent shelter is offset by the recent partnership with the City of Newport Beach, providing for \$1.0 million annually.

During mid-year, the City Council approved multiple staffing enhancements that are included in the Proposed Budget. In February, staffing realignments resulting in 1.5 additional positions were approved to provide increased staff productivity and efficiency. In March 2021, in an effort to ensure the successful implementation and ongoing administration of Measure Q, the Council approved a staffing plan with 7.25 new positions, estimated at \$1.2 million across multiple departments. It is anticipated this increased cost will be offset by projected Cannabis tax and permit fee revenues. The reinstatement of five percent of pay for all employees is also included in the Proposed Budget, estimated annually at \$3.0 million.

Transfers Out

The Transfers Out proposed budget of \$8.9 million, an increase of \$4.9 million, or 119.1 percent, reinstates the full funding of the Capital Asset Needs (CAN) requirement of 5 percent of General Fund Revenues towards the Capital Fund 401, and 1.5% towards the Information Technology Replacement Fund.

These transfers invest in the Council approved IT Strategic Plan, where there is a significant need to update and maintain the multitude of software systems, and the additional two Information Technology full time positions.

Capital Asset Needs (CAN): On March 3, 2020, the City Council updated the City's Financial and Budget Policies requiring that the City allocate a minimum of five percent of General Fund revenues to fund capital expenditures and one and a half percent to fund information technology needs. The current FY 2020-21 Budget included a waiver of the full CAN funding requirement due to the pandemic. However, next year's Proposed FY 2021-22 General Fund Budget allocates the full five percent of the General Fund to finance investments to the City's extensive capital assets inventory (\$6.9 million). It also includes one and a half percent to fund the City's Five Year Information Technology Strategic Plan (\$2.1 million).

GENERAL FUND RESERVES OVERVIEW

To maintain the City's solid bond ratings, the City must continue to demonstrate fiscal prudence and controls on spending. Maintaining solid emergency reserves is yet another way of demonstrating financial discipline. According to Standard & Poor's, the City of Costa Mesa holds, "Very strong management, with strong financial policies and practices under our financial management assessment methodology." Based on this and other positive reflections of the City, Standard & Poor's has maintained its AA+ overall credit rating for Costa Mesa.

Table Five – Three Year Fund Balance Data by Category of General Fund Reserve

Fund Balance Category	FY 2018/19 Audited	FY 2019/20 Audited	FY 2020/21 Estimated
Committed			
Declared Disasters	\$14,125	\$14,125	\$11,125
Self Insurance	2,000	2,000	2,000
Economic Reserves	7,500	9,000	9,000
Assigned			
Compensated Absences	4,892	5,037	5,037
Police Retirement 1% Supplemental	2,297	2,365	2,365
Section 115 Trust	1,750	1,750	1,750
Non-spendable	280	362	362
Unassigned	20,451	18,825	18,825
Total Fund Balance	\$53,295	\$53,464	\$50,464

CONCLUSION:

This overview of the Proposed General Fund expenditure and revenue projections for FY 2021-22 presents the challenges of developing a balanced budget in the hopefully tail-end of a worldwide pandemic that has infected 32,855,010 people in the United States and caused 584,975 fatalities nationwide while simultaneously crippling the global economy.

The impact to the American economy, as well as to state and local governments is unprecedented, and has resulted in the significant loss of revenue that supports core essential services that are vital as we prepare to carefully and thoughtfully emerge from the health restrictions imposed on all citizens due to the pandemic.

The City will need to utilize multiple budget balancing strategies to restore prior year cuts to staffing and service levels, and reinstate full funding for the CAN and information technology needs, among other priorities, while remaining fiscally sustainable. The planned and intentional use of designated emergency reserves, and Federal American Rescue Plan funds in the short term will help maintain high quality services to the greatest extent possible.

To help develop a balanced FY 2021-22 Proposed General Fund Budget with the above stated goals in mind, Staff recommends that the City Council discuss and provide feedback on the FY 2021-22 Proposed Budget.

The chart below reflects the 10 planned Study Sessions, Commission and Committee meetings, and City Council Public Hearings that will be held to assist the City Council in obtaining input regarding the FY 2021-22 Proposed Budget by June 30, 2021. In addition, one or more Special Meetings can be held later in June, if needed, to finalize the budget.

FY 2021-22 PROPOSED BUDGET REVIEW	ENTITY	DATE
FY 2021-22 Proposed CIP Budget Review	Planning Commission	May 10, 2021
FY 2021-22 Proposed CIP Budget Study Session	City Council	May 11, 2021
FY 2021-22 Proposed CIP Budget Review	FiPAC	May 12, 2021
FY 2021-22 Proposed Budget Study Session # 1	City Council	May 25, 2021
FY 2021-22 Proposed Budget Review #1	FiPAC	May 26, 2021
FY 2021-22 Proposed CIP Budget Review	Parks, Arts and Community Services Commission	May 27, 2021
FY 2021-22 Proposed Budget Public Hearing #1	City Council	June 01, 2021
FY 2021-22 Proposed Budget Study Session #2	City Council	June 08, 2021
FY 2021-22 Proposed Budget Review #2	FiPAC	June 09, 2021
FY 2021-22 Proposed Budget Public Hearing #2 and Potential Adoption – first option	City Council	June 15, 2021
FY 2021-22 Proposed Budget Public Hearing #3 and Adoption, if needed, Special Meeting (s)	City Council	June 22 and/or June 29, 2021

Staff appreciates the City Council's continued support as we navigate the multitude of challenges and ever changing circumstances related to the pandemic in the months to come. It is our hope that the FY 2021-22 Proposed Budget creates a solid foundation for Charting the Path Toward Recovery for the City of Costa Mesa for the near future and beyond.

Respectfully submitted,

Lori Ann Farrell Harrison
City Manager
City of Costa Mesa

In January 2021, the City Council conducted a Strategic Planning workshop identifying key priorities, as well as a New Mission Statement for Costa Mesa:

“THE CITY OF COSTA MESA SERVES OUR RESIDENTS, BUSINESSES, AND VISITORS BY PROMOTING A SAFE, INCLUSIVE, AND VIBRANT COMMUNITY”

In addition to a new Mission Statement, five new Strategic Planning Goals were developed:

➤ **GOAL #1: RECRUIT & RETAIN HIGH QUALITY STAFF.**



We will:

- a. Develop recommendations for City Council consideration regarding increased staffing to address critical needs.
- b. Develop a framework for a market analysis of employee compensation for hard-to-fill positions and present the results to the City Manager.
- c. Issue a Request for Proposal for a consultant who will identify opportunities to innovate and modernize recruitment, hiring and retention through succession and talent management planning.
- d. Develop a framework for a robust training, mentorship and leadership development program and present the results to the City Manager.

➤ **GOAL #2: ACHIEVE LONG-TERM FISCAL SUSTAINABILITY.**



To address our long-term obligations as well as immediate needs, we will:

- a. Present the Measure Q cannabis permitting fees, ordinance, procedures, and staffing to City Council for action.
- b. Develop the scope of work for the Economic Development planning consulting contract and present to the City Council.
- c. Develop and define a quarterly reporting format, including financial metrics, to improve fiscal transparency and report to the City Council and FIPAC.

➤ **GOAL #3: STRENGTHEN PUBLIC SAFETY & KEEP THE COMMUNITY SAFE.**



We will:

- a. Provide updates to the City Council regarding management of the COVID pandemic, including management of COVID vaccinations.
- b. Establish a community communication and engagement plan to support health and safety initiatives.
- c. Develop approaches to mitigate collisions and injuries on roadways, including providing 3-5 options for City Council direction.
- d. Develop a plan for expanding our community policing and report to the City Council with a timeframe for implementation.

CITY COUNCIL GOALS (CONTINUED)

➤ **GOAL #4: MAINTAIN & ENHANCE THE CITY'S INFRASTRUCTURE, FACILITIES, EQUIPMENT AND TECHNOLOGY.**



We will:

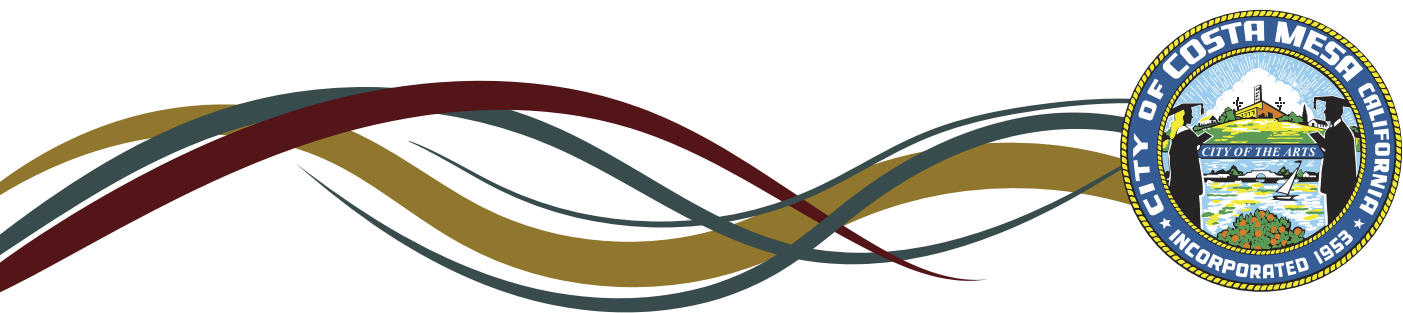
- a. Implement IT backup system, refresh Wi-Fi, and IT room chiller upgrade.
- b. Present the Pedestrian Master Plan Update, including results from Community Outreach and walk audits.
- c. Develop long-range facility and equipment needs assessment and report the results to the City Manager.
- d. Provide an update to the City Council on the development of Community Center, Shalimar Park and Ketchum-Libolt Park improvements and other strategies to increase park access.
- e. Review the Community Workforce Agreement and present to the City Manager for future City Council action.

➤ **GOAL #5: DIVERSIFY, STABILIZE AND INCREASE HOUSING TO REFLECT COMMUNITY NEEDS.**



We will:

- a. Complete resource planning to implement longer-term programs such as Accessory Dwelling Units (ADUs), Short-Term Rentals (STRs), and HOME funds and present the results to the City Manager.
- b. Evaluate and identify short-term and long-term staffing needs to assist with core Development Services Department programs.
- c. Complete a Public Review Draft Housing Element and present to the City Council.
- d. Present a Development Program to the City Council for senior housing at the Senior Center site.



CITY COUNCIL



JOHN STEPHENS
MAYOR



ANDREA MARR
MAYOR PRO TEM
DISTRICT 3



DON HARPER
COUNCIL MEMBER
DISTRICT 1



LOREN GAMEROS
COUNCIL MEMBER
DISTRICT 2



MANUEL CHAVEZ
COUNCIL MEMBER
DISTRICT 4



ARLIS REYNOLDS
COUNCIL MEMBER
DISTRICT 5

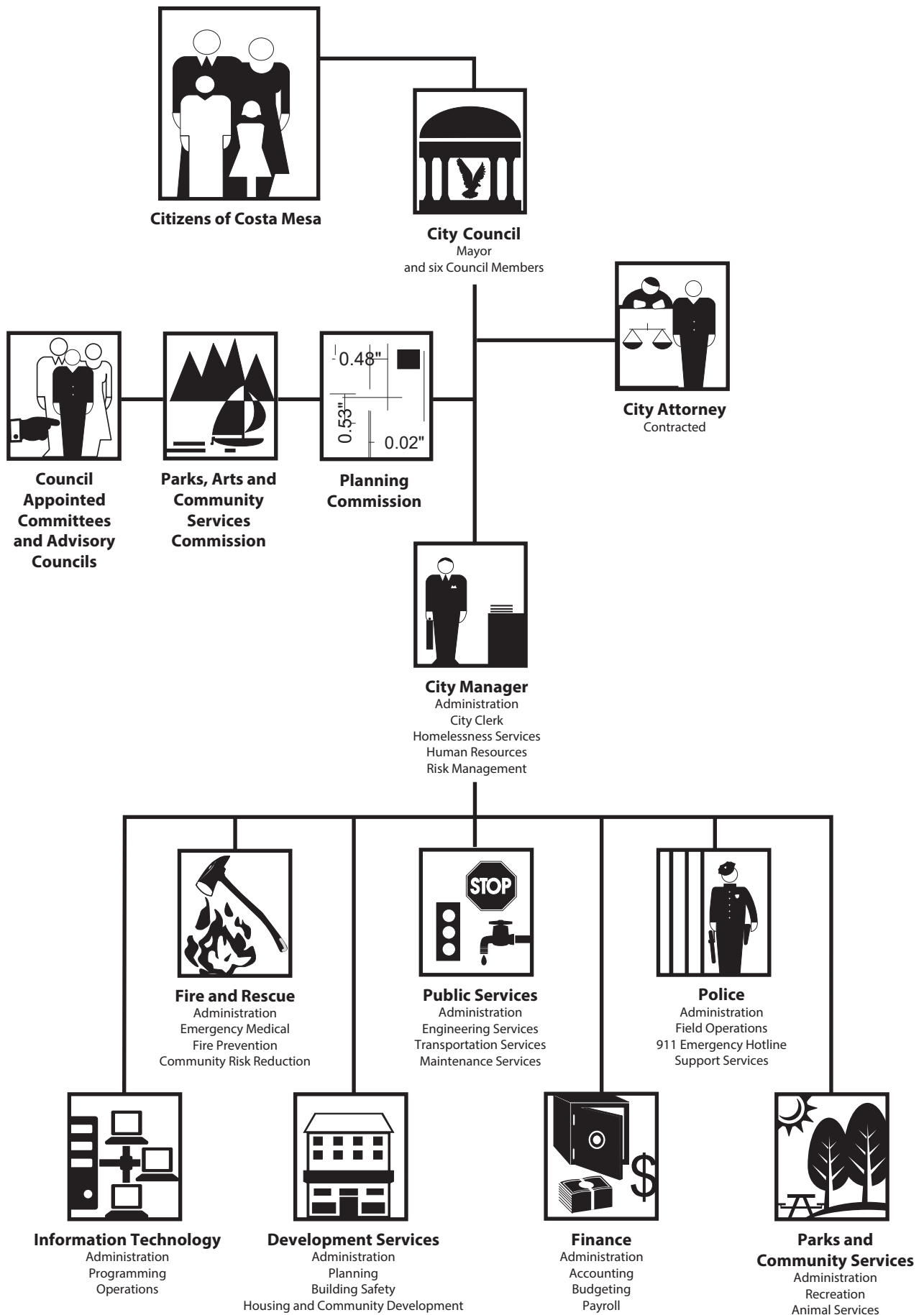


JEFF HARLAN
COUNCIL MEMBER
DISTRICT 6

CITY OFFICIALS

City Manager	Lori Ann Farrell Harrison
Assistant City Manager	Susan Price
City Attorney	Kimberly Barlow
Finance Director	Carol Molina
Director of Parks and Community Services	Jason Minter
Director of Information Technology	Steve Ely
Chief of Police	Bryan Glass
Fire Chief	Dan Stefano
Director of Development Services	Jennifer Le
Director of Public Services	Raja Sethuraman





Visit our website at www.costamesaca.gov





Costa Mesa

Community Economic Profile

2021

Location

The City of Costa Mesa is located in central Orange County encompassing 16.8 square miles. It is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley, and Irvine. The City is approximately 37 miles southeast of Los Angeles, 88 miles north of San Diego, and 475 miles south of San Francisco. Costa Mesa is accessible from the San Diego Freeway (I-405), the Costa Mesa Freeway (SR-55), and the Corona del Mar Freeway (SR-73).

Climate

The climate is characterized by mild winters, warm summers, moderate rain fall, and generally year-round sunshine.

Average Temperature: January high 63°, low 50°
July high 71°, low 64°

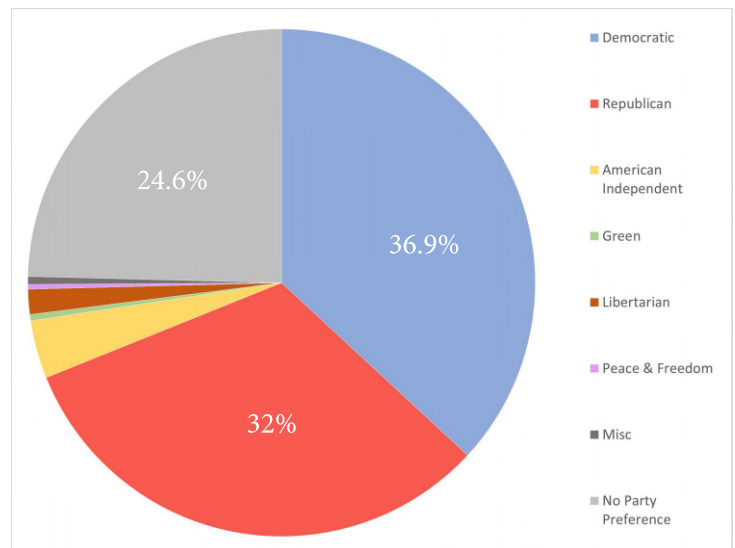
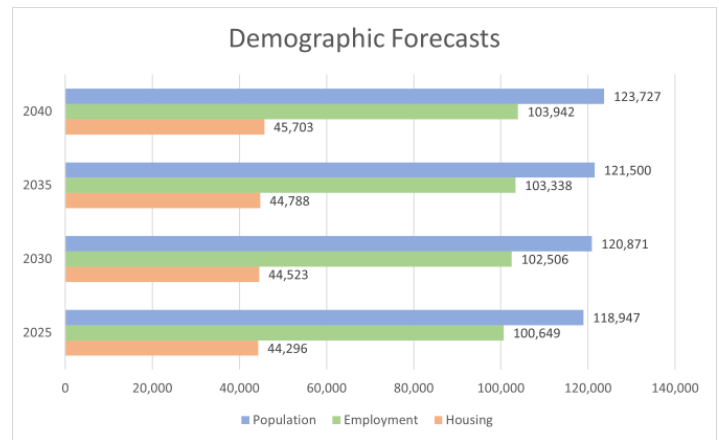
Average Rainfall: 10.7 inches, 65% humidity

City Hall

Incorporated in June 1953, Costa Mesa has a Council/City Manager form of government. The 9.5 acre Civic Center is located at 77 Fair Drive. City Hall is a five-story building where the primary City administrative functions are conducted. The Civic Center complex also includes the Council Chambers, Police Headquarters, the 911 Communications Building, the Emergency Operations Center (EOC), and Fire Station No. 5.

Basics

Population: 114,778 Average Household Size: 2.87
Median Age: 34.9 Average Family Size: 3.56
Most Recent Data from Dept. of DOF and US Census ACS 2019 5-year.



Property Sales Prices

Homes	2019	2020
Highest	\$2,575,000	\$2,755,000
Median	\$870,000	\$970,000
Lowest	\$500,000	\$600,000
Condominiums		
Highest	\$1,250,000	\$1,050,000
Median	\$589,000	\$640,000
Lowest	\$345,000	\$245,000

Torelli Realty, 2019

Average Asking Rental Rates

Studio apartments	\$1,743
One-bedroom apartments	\$1,843
Two-bedroom apartments	\$2,357

Costar Data pulled 5/2019

Housing Units Distribution

	Units	%
Single Detached	17,134	39.4%
Single Attached	4,397	10.1%
2 to 4 units/ structure	5,701	13.1%
5+ units/ structure	15,370	35.3%
Mobile homes	930	2.1%
 Total housing units	 43,532	 100.0%
Occupied units	41,637	95.6%
Vacant units	1,895	4.3%
Persons per unit	2.70	

Most Recent E5 2020 Housing Estimate from DOF

Households

	Units	%
Owner occupied	15,707	38.3%
Renter occupied	25,279	61.7%

Most Recent U.S. Census ACS 5 YR Estimate



Land Use

A diversity of land uses exists within the City. Approximately 46% of area of land within the City is zoned for residential use, 14% is designated for commercial use, 11% is zoned for industrial uses, and 29% is designated for public and semi-public uses.

Costa Mesa General Plan 2015

Growth and Trends

	Population		Costa Mesa Retail
	O.C.	Costa Mesa	Sales Tax Revenue
1980	1,932,709	82,562	\$11.2 million
2000	2,846,289	106,103	\$30.3 million
2010	3,010,232	109,960	\$40.9 million
2015	3,451,757	112,343	\$50.1 million
2018	3,533,935	113,850	\$57.1 million

Center for Demographics Research, Dept. of Finance, City Finance Dept.

Property Valuation

In 2018-2019, the total assessed property valuation for the City was \$18.5 billion. The total valuation for the City may be evaluated within the following categories.

Residential	\$11.7 billion
Commercial	\$4.1 billion
Industrial	\$1.5 billion
Other	\$1.2 billion

Most Recent Data from County Assessor's Office



Employment

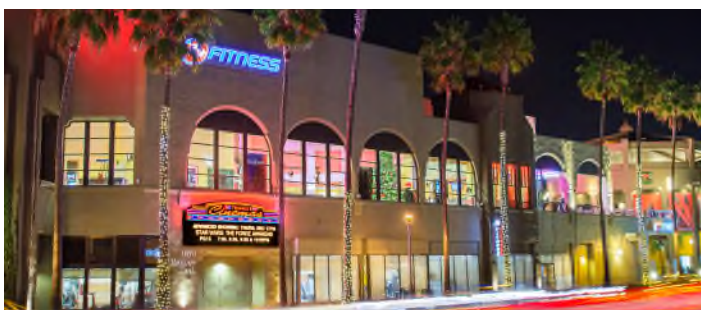
The major industries in the City are professional and educational services followed by manufacturing. The 2018 projection of future employment within the City was a total of 100,649 jobs in Year 2025, increasing to a total of 102,506 jobs in Year 2030. Wages, rates, extent of unionization, fringe benefits and related information for specific industries and job classifications may be obtained from the State Employment Development Department at (714) 558-6406. General information for the State of California is available at (916) 445-8008.

	Number	Percent of Total
Employed	64,417	92.1%
Unemployed	2,848	4.2%
Total Labor Force	67,265	100.0%

Most Recent U.S. Census 2019 ACS 5 YR Estimate

Education

Newport Mesa Unified School District::	(No. of Schools)
Elementary Schools	10
Junior High Schools	2
High Schools	2
Private Schools	17
Orange Coast Community College	
Vanguard University	
Whittier Law School	
National University	



Major Development Projects/ Areas

Harbor Gateway (78 acres)
 Segerstrom Home Ranch (43 acres)
 South Coast Plaza Town Center (54 acres)
 The Met / Experian Solutions (45 acres)
 Sakioka Farms Lot 2 (33 acres)
 The California by Legacy Partners (2 acres)
 Halcyon House Apartments (393 units)
 Avenue of the Arts Hotel (3 acres)
 West Gateway (177 ownership units)
 Lighthouse (89 ownership units)
 Hive Costa Mesa (13.75 acres)
 The Press (23.4 acres)
 929 Baker (56 ownership units)
 Orange County Museum of Art

Income

Median Household Income	\$91,857
Income and Benefits	
Less than \$10,000	1,318 3.4%
\$10,000 to \$14,999	775 2.0%
\$15,000 to \$24,999	2,171 5.6%
\$25,000 to \$34,999	1,899 4.9%
\$35,000 to \$49,999	3,372 8.7%
\$50,000 to \$74,999	5,233 13.5%
\$75,000 to \$99,999	5,349 13.8%
\$100,000 to \$199,999	13,218 34.1%
\$200,000 or more	4,458 14.1%

Most Recent U.S. Census ACS 5 YR Estimate (2019 Inflation-adjusted dollars)

Industry

Civilian Employed Population	
Construction	8.8%
Manufacturing	12.1%
Wholesale Trade	3.8%
Retail Trade	9.7%
Transportation	2.6%
Information	2.1%
Finance and Insurance	10.2%
Professional, Scientific	18.3%
Educational Services	13.4%
Arts, Entertainment	10.6%
Other Services, except	6.9%
Public Administration	1.1%
Agricultural, Forestry, Fishing	0.4%

Most Recent U.S. Census ACS 5 YR Estimate

Notable Employers

	Estimated Employees
EPL Intermediate, Inc.	3,998
Experian Information Solutions Coast Community College District Orange Coast Community College	3,700
Automobile Club of Southern California	2,900
Dynamic Cooking Systems, Inc.	1,200
FileNet Corporation	700
Vans	600
	520

CDR Progress Report

Major Retail Centers

South Coast Plaza — 3333 Bristol St.
 Metro Pointe — 901-907 South Coast Dr.
 SOCO — South Coast Collection—3303 Hyland Ave.
 The Camp — 2937 Bristol St.
 The Lab — 2930 Bristol St.
 Harbor Center — 2300 Harbor Blvd.
 The Square — 3030 Harbor Blvd.
 The Courtyard — 1835 Newport Blvd.
 The Triangle — 1870 Newport Blvd.



City Offices

Police Services

Emergency	911 or (714) 754-5252
Police Information	(714) 754-5311
Animal Control	(714) 754-5311

Fire Services

Emergency	911
Administration	(714) 754-5106

City Council	(714) 754-5285
City Manager	(714) 754-5328
City Clerk	(714) 754-5225

Business Assistance Hotline	(917) 754-5613
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Development Services

Administration	(714) 754-5270
Plan Check	(714) 754-5273
Permit Inspections	(714) 754-5626
Planning	(714) 754-5245
Code Enforcement	(714) 754-5623

Business Licenses	(714) 754-5235
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Public Services	(714) 754-5323
Engineering	(714) 754-5323
Transportation	(714) 754-5335
Recreation	(714) 754-5300

Housing & Community Dev.	(714) 754-4870
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City Budget

The adopted City budget for all funds used for the Fiscal Year 2020-2021 is \$163,796,200. The General Fund portion of the budget is \$136,637,270. The approved budget is effective from July 1, 2020, through June 30, 2021.

Transportation

Rail

AMTRAK stations at the Irvine Transportation Center (949) 753-9713 and the Santa Ana Transportation Center (714) 547-8389.

Air

John Wayne Orange County Airport (949) 252-5200 and Los Angeles International Airport (310) 646-5252.

Bus

Orange County Transportation Authority, Dial-A-Ride, Park-N-Ride (714) 636-RIDE or (800) 636-7433.

Highways

San Diego Freeway (I-405), Costa Mesa Freeway (SR-55), and Corona del Mar Freeway (SR-73).

Water

Long Beach Harbor/ Port of Los Angeles (22 miles away).

Truck

All major trucking lines serve Orange County.

Utilities

Electricity

Southern California Edison (800) 655-4555

Natural Gas

Southern California Gas Company (800) 427-2000

Telephone

AT&T—Hotline (800) 288-2020

Cable

Time Warner Cable (888) 892-2253

Water

Mesa Consolidated Water District (949) 631-1200

Irvine Ranch Water District (949) 453-5300

Sewer:

Costa Mesa Sanitary District (949) 645-8400

Other Offices/ Contacts

Costa Mesa Chamber of Commerce (714) 885-9090

Orange County Association of Realtors (949) 722-2300

Newport Mesa Unified School District (714) 424-5000

Orange County Fair & Exposition Center (714) 708-1500

Orange County Department of Education (714) 966-4000

This brochure was prepared by the
City of Costa Mesa Planning Division.



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The purpose of the City of Costa Mesa's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the fiscal year. It also represents the official organizational plan by which City policies, priorities, and programs are implemented. It provides the means to communicate to the residents, businesses, and employees how the City's financial sources are used to provide services to the community. The budget includes both the operating costs to manage the City and the capital improvement projects that the City plans to undertake during the fiscal year.

The budget is organized by fund, by department, by division, by program, and by account. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and balances, which are segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. A department (e.g., Police Department) is an organizational unit with divisions (e.g., Police Support Services) and within each division is a specific program (e.g., Crime Investigation). "Line" accounts provide the details of the type of expenditure that each department/division/program spends – e.g., salaries, benefits, supplies, and so forth.

BUDGET PREPARATION OVERVIEW

Budget Message: This section includes the City Manager's transmittal letter to the City Council and describes what is in the budget, including budget issues and policies that lead to the development of the budget. It also includes the City Council's Goals which direct the budget development process.

General Information: This section includes the organizational chart, city leadership, the community profile, the budget guide, budget process, financial and budget policies and the description of each fund. The funds are listed by fund type: Governmental Funds (include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds); and Proprietary Funds (include the Internal Service Funds).

Summaries of Financial Data: This section provides a budget overview, a variety of financial analyses such as the pie charts of resources and appropriations, multi-year budget comparisons; revenue details/narratives with historical trends, and a summary of personnel changes by department.

Departmental Budget Details: This section divides the document by department. It starts with the City Council. The reader will find a narrative of the department describing each division, an organizational chart, program accomplishments and goals, and performance measures/workload indicators. This section also provides the financial data of each department including multi-year comparisons of expenditures sorted in several ways – by funding source, by division, by program, and by expenditure category. The last department is the "Non-Departmental" which is not an actual department, it is merely a cost center to house expenditures such as debt service payments and transfers outs, which are not attributed to a specific department.

Capital Improvement Program: This section provides financial status of the ongoing capital improvement projects, a summary of the capital improvement projects planned for the year by category and by funding source, and project detail forms that include their descriptions, funding sources, and the estimated cost of each project. This section also includes a five-year capital improvement project schedule.

Appendix: This is the final section of the budget document which includes a brief history of the City; miscellaneous statistics (such as date of incorporation, form of government, population, etc.); community profile (provides demographics information, among other things); a glossary of budget terms; a listing of acronyms used throughout the budget document; various statistical data about the City's debt obligations; and a per capita expenditure comparison with other jurisdictions contiguous to Costa Mesa.

OPERATING BUDGET

Each year, the Finance Department coordinates the preparation of the following fiscal year's budget. The information contained in the budget is the end product of a thorough financial review performed through the combined efforts of City staff.

The City's budget process begins in January with a kick-off meeting with all departments. The City Manager outlines the goals and directives for the development of the coming year's budget. The Finance Department distributes the budget calendar, instructions, forms, and budget analysis to the departments. Maintenance Services staff coordinates the departmental building modification and vehicle replacement requests. Engineering coordinates the capital improvement project requests.

Each department is responsible for developing their own budget. After the departments have submitted their budget requests, the Finance Department reviews, analyzes all supporting documentation, and compiles the data. The budget team then calculates the total amount requested including estimated revenues and projected fund balances.

The City Manager and Finance Department hold departmental budget meetings to discuss each department's requests and obtains additional information, if necessary. Following these meetings, line item requests are adjusted in accordance with the City Manager's funding decisions. This budget-making process is completed from February through May.

In the midst of FY 2020/21's budget-making process, California Governor Newsom issued an emergency proclamation on March 4, 2020 due to the outbreak of a novel coronavirus (COVID-19), that was first identified in Wuhan City, Hubei Province, China in December 2019. The COVID-19 virus quickly spread across the globe. On March 12, 2020, the City Manager, as the City's Director of Emergency Services, declared a local emergency as authorized by Government Code section 8630 and Costa Mesa Municipal Code section 6-6(a)(1). The proclamation was ratified by the City Council on March 13, 2020. On March 19, 2020 Governor Newsom directed all Californians to stay home except to go to an essential job or to shop for essential needs.

Once the budget is adopted by City Council, staff incorporates the budgetary data into the City's accounting system. Staff issues the adopted budget document and submits it for both the national and the state budget awards program. On an ongoing basis, the Finance Department monitors budget performance using month-end reports, which are distributed to the departments throughout the year.

CAPITAL BUDGET

The City maintains a rolling five-year Capital Improvement Program (CIP). In October/November of each year, the Public Services Department solicits proposals from the other City departments for inclusion in the coming year's capital improvement projects budget. Around the same time, the Finance Department provides Public Services the estimated fund balances available for appropriation for CIP. These fund balances usually come from Special Revenues Funds and Capital Projects Funds. Both these fund types are earmarked for specific uses. The General Fund provides funding for CIP based on the Capital Asset Needs Ordinance and cash is transferred to the Capital Improvement Projects Fund, where the projects will reside.

Public Services staff then prepares the capital project detail forms, which provides detailed information about the proposed capital project. Typically, a project costing \$30,000 or more (with some exceptions depending on the type of project) is categorized as a capital improvement project. Others, costing less, could be included in consolidated Building Modification projects. These are routine maintenance and/or repairs of City buildings and facilities.

During the departmental budget meetings, the City Manager and staff review the various proposed projects. After the City Manager's evaluation of what will be included in the proposed budget, the CIP is submitted to the

FiPAC Committee to review and then is presented to the Planning Commission to determine if the projects conform to the General Plan. The proposed CIPs relating to parks are also submitted to the Parks & Recreation Commission for comments and recommendations.

The FiPAC Committee reviewed the proposed CIP on May 12, 2021. The CIP was presented to the City Council at the May 11, 2021 special study session.

BUDGETING AND FUND ACCOUNTING

BASIS OF BUDGETING

The City uses the modified accrual basis in budgeting governmental funds. This means that obligations of the City, including outstanding purchase orders, are budgeted as appropriations and revenues are recognized when they are both measurable and available to fund current expenditures.

The City does not have an enterprise fund. However, the City utilizes the internal service funds for its fleet services operations, self-insurance program and information technology replacement program. Under the internal service funds, the budget is prepared on a full accrual basis. This means expenses are recognized when incurred and revenues are recognized when due to the City. Depreciation expense is not included in budgeting for internal service funds but the full purchase price of equipment is included in the budget.

BASIS OF ACCOUNTING

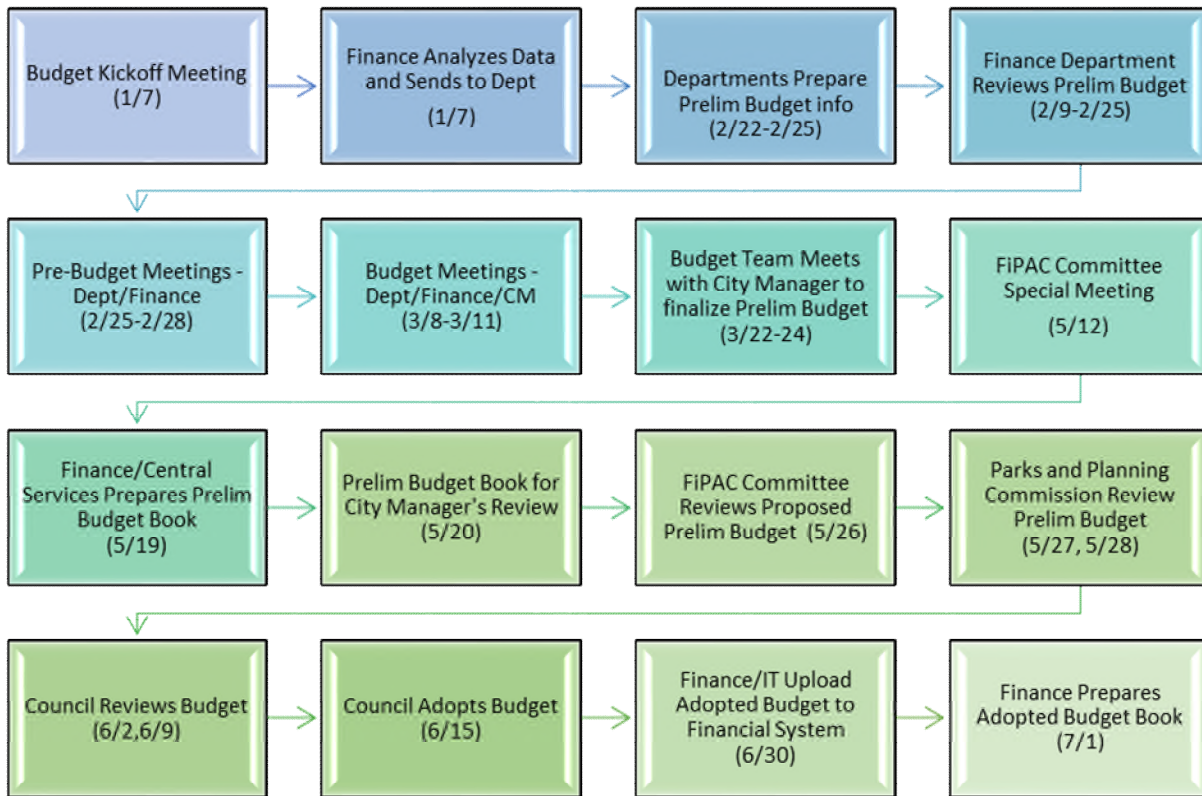
The City uses the modified accrual basis of accounting for governmental funds. Revenues are recorded when measurable and available to fund current expenditures. Expenditures are recorded when the services are substantially performed or the goods have been received and the liabilities have been incurred. The City's internal service funds use the full accrual basis of accounting; revenues are recorded when earned and expenses are recorded when incurred.

Budgetary control is maintained at the department level within each fund. The City also maintains an encumbrance accounting system budgetary control. Estimated purchase amounts are encumbered prior to the release of purchase orders to vendors. At fiscal year-end, all operating budget appropriations lapse, except for ongoing grant projects.

USER FEES & CHARGES

As part of the budget cycle, the City considers updates to its fees and charges, usually, after the budget is adopted. The City uses, to some extent, a cost allocation method for administrative and overhead charges as part of the calculation. Administrative costs are based on staff salaries and benefits, which are allocated on a pro-rata basis; overhead charges are for maintenance and operations costs which are also allocated in the same manner. Both of these charges are added to the cost of personnel who are directly involved in the activity for which a fee is charged, which is determined by the time spent on that activity multiplied by the hourly rate for salaries and benefits. The City Council conducts a public hearing before adopting the new fees.

BUDGET PROCESS (CONTINUED)



INTRODUCTION

The City of Costa Mesa's largest financial responsibility to its residents is the care of public funds. Financial and budget policies are developed by the Finance Department and City Manager in order to establish the framework for the overall budget planning and financial management of the City of Costa Mesa. These policies shall periodically be reviewed by the City's Finance and Pension Advisory Committee (FiPAC) and adopted by the City Council. These policies will help City officials plan fiscal strategy using a consistent approach contributing to the City's fiscal stability and will provide adequate funding of the services desired by the public.

The City Manager will propose a budget within a reasonable amount of time for the City Council and public to review and discuss it before adoption. As per the City's Municipal Code, City Council shall adopt the annual budget by June 30th of each year.

REVENUES

REVENUES AND GRANTS

The City will seek to maintain a diversified and stable revenue base to protect the City from short-term fluctuations in any one revenue source. Ongoing revenues will be projected using realistic assumptions. Revenue forecasts will be neither overly optimistic nor overly conservative. They will be as realistic as possible based on the best available information. Should economic downturns develop which could result in revenue shortfalls or fewer available resources, the City will make adjustments in anticipated expenditures to compensate.

One-time revenues shall be limited for use on non-recurring items including start-up costs, reserve stabilization, capital expenses and early debt retirement.

FEES AND CHARGES FOR SERVICES

User fees will be imposed to cover the cost of services provided for unique or narrow segments of the community. Fees will normally be set at full cost recovery. Full cost recovery includes direct and indirect costs, overhead and depreciation for the period during which the fee will be in effect. Fees may be set at less than full cost recovery (cost of service may be subsidized) as the City Council deems necessary. Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. Fees that are set by State law shall be implemented in accordance with those laws.

OPERATING & CAPITAL BUDGET

CONSISTENCY WITH CITY COUNCIL AND CITY MANAGER PRIORITIES

Base operating budget requests shall be consistent with the priorities and operational plans set forth by the City Council, City Manager and the City's Financial Policies. Department Heads are responsible for using these priorities and plans along with program outcome indicators to evaluate existing programs and redirect existing resources as needed for greater efficiency, to reduce cost and minimize the requests for additional resources.

FINANCIAL AND BUDGET POLICIES (CONTINUED)

BALANCED BUDGET

A balanced budget means that operating revenues must fully cover operating expenditures, including debt service. Under this policy, it is allowable for total expenditures to exceed revenues in a given year by the use of fund balance. However, in that situation, beginning unassigned fund balance can only be used to fund capital improvement plan projects or other one-time, non-recurring expenditures. Budgets for funds outside the General Fund are balanced to the fund's own revenue sources without General Fund subsidy unless previously approved by the City Council.

SALARIES AND BENEFITS

The Finance Department will set the regular salary and employee benefits base budgets based on known changes in bargaining unit MOUs, retirement rates and other employee benefit costs. The FY 2019/20 Adopted Budget added a vacancy factor for each of the following departments: Parks and Community Services (6%), Police (8%), and Information Technology (5%). The FY2021/22 Proposed Budget reduces the Information Technology factor as a multi-year approach to fiscally manage these amounts.

MAINTENANCE AND OPERATIONS

Maintenance and operations shall be budgeted at the same level as current year budget to the extent they are necessary to support basic operations, Council and City Manager's goals. Budgeted base amounts may be reduced if an analysis of actual usage reveals ongoing over-budgeting practices. One-time items applicable only to past years' operations may be removed from the base.

PERCENTAGE OF GENERAL FUND BUDGET FOR CAPITAL EXPENDITURES

The City shall allocate a minimum of five percent (5%) of annual General Fund revenue to capital asset fund. The capital funds are to be used for the construction, design, engineering, project management, inspection, contract administration and property acquisition of city owned or operated facilities. Capital asset funds may also be applied toward debt obligations created to fund capital assets where the indebtedness originated after October 15, 2015.

For purposes of this policy, Capital assets are defined as fixed assets with a value greater than \$30,000 that are stationary in nature including, but not limited to, publicly owned or operated streets, highways, bridges, sidewalks, curbs, gutters, alleys, storm drains, trees and landscaping, medians, parks, playgrounds, traffic signals, streetlights, fences, facilities and walls. Capital assets are defined as city owned or operated buildings including, but not limited to, City Hall, Civic Center, Police Dept., Old Corp Yard, New Corp Yard, fire stations, libraries, and community centers. These expenditures can be budgeted in either the General Fund or Capital Improvements Fund. During an economic downturn or in the event of a disaster these allocated funds could be used as a type of reserve for operations upon approval by a supermajority of the entire City Council (5 votes).

PERCENTAGE OF GENERAL FUND BUDGET FOR INFORMATION TECHNOLOGY EXPENDITURES

The City will allocate a minimum of one and one-half percent (1.5%) of General Fund revenue to the Information Technology Replacement Fund. The technology funds are to be used for hardware, software, services, systems and supporting infrastructure to manage and deliver information.

For purposes of this policy, Infrastructure Expenditures are defined as expenditures on funding the implementation of the City's Information Technology Strategic Plan, replacement, maintenance, or improvement of the City's information technology and/or for staffing for the implementation of infrastructure needs. During an economic downturn or in the event of a disaster these allocated funds could be used as a type of reserve for operations upon approval by a supermajority of the entire City Council (5 votes).

FINANCIAL AND BUDGET POLICIES (CONTINUED)

CONTINGENCIES

A contingency of up to \$1.0 million is the normal policy amount. These amounts allow the City Manager to retain budget flexibility for operations during the fiscal year. The Finance Department and City Manager will account for requests and approvals of the use of these funds during the fiscal year. A status report and allocation of the use of these funds will be included in the mid-year budget report. Use of these funds, as with all other funds, will comply with the City Purchasing Policy and Procedures. For FY 2021-22, the contingencies allocation was partially reinstated to \$500,000 to the Non-Departmental proposed budget.

REQUESTS FOR BUDGET INCREASE

All requests for budget increases require an evaluation that outlines the department's intended outcome(s). Multiple requests are ranked in order of the department's priority for approval. Department Heads will confirm that all potential alternatives for redirecting existing resources have been examined and that lower priority items have been reduced or eliminated in order to free up existing resources before asking for an increase.

The Finance Department and the City Manager will conduct a mid-year review of prior year budget increases to determine what prior year budget increases will be funded based on funding availability. Funding for these increases will continue if the Finance Department, the City Manager and the requesting department agree that:

- They meet the performance expectations
- They merit continuation
- They are still relevant to the department's mission
- Sufficient funding exists

FIVE-YEAR FINANCIAL FORECAST

The City will forecast its General Fund revenues and expenditures for each of the next five years.

GENERAL EXPENDITURE MANAGEMENT

MID-YEAR BUDGET REVIEWS

The City Council will formally review the budget to actual status of revenues and expenditures as soon as practical, and amend the budget, if necessary. The mid-year review will also serve as an opportunity for the City Council to discuss and provide guidance on expectations for the next fiscal year's budget preparation.

BUDGETARY CONTROL

The level of budget control exists at the program level. Annual budgets are set at the individual account level however; Department Heads will be responsible for not exceeding the overall program budget. The Finance Department will review monthly budget to actual reports provide to the City Manager for review. It is the responsibility of each department to communicate to Finance when program budgets might be exceeded. This communication is to be before the situation occurs and include the reason or cause for the potential situation. At that time, the most appropriate action will be discussed to ensure fiscal balance.

FINANCIAL AND BUDGET POLICIES (CONTINUED)

BUDGET TRANSFERS AND ADJUSTMENTS

Budget transfers are shifts of existing resources between divisions, programs, and accounts. Department Heads are responsible for the efficient and effective use of the resources within their departmental budgets and are required to reallocate existing resources before requesting budget increases. Therefore, they are permitted, with the concurrence of the Finance Department, to make budget transfers of resources among the accounts, programs and divisions within their department. If a department is unable to resolve budgetary issues within their department budget, the City Manager may approve the transfer of resources between departments staying within the total appropriations previously authorized by the City Council. Exceptions to this flexibility are transfers out of salaries and benefits, which require City Manager or Finance approval.

The City Manager has the authority to transfer monies to the appropriate item, account, program, department, or fund to cover expenditures which have been approved by the Council, except where such transfer is expressly prohibited in a resolution or ordinance passed by the Council. The City Manager also has the authority to transfer monies between and within funds to meet the operational needs of the City within established spending limits.

Budget adjustments are changes that affect the total amount of the City budget. These include appropriation of new grants or other revenues that had not been approved or realized at the time of the budget adoption. These also include increases or decreases to unassigned fund balance for items approved but not spent in previous fiscal years (i.e. purchase order rollovers) or for unanticipated, one-time items that cannot be postponed to the next budget cycle. Budget adjustments must be approved by the City Council.

OPERATING CARRYOVER AND SURPLUS

Balances in operating program appropriations at fiscal year end may be carried over for specific purposes into the next fiscal year with the approval of the City Manager, and reporting to the City Council during a quarterly budget update report.

A fiscal year-end surplus may occur when there is a net increase in fund balance or when there is a positive budget variance. Such a surplus will be reviewed for potential use using the following priorities:

1. Increase reserves if reserves are below target
2. Examine opportunities for prepayment and accelerated payoff of debt
3. Increase funds for capital facilities

ACCOUNTING

The City will comply with the requirements of the Governmental Accounting Standards Board (GASB) and record and maintain its financial transactions based upon Generally Accepted Accounting Principles (GAAP).

INVESTMENTS

The City Treasurer shall invest the City's idle funds in accordance with the guidelines established in the adopted Investment Policy.

FUND BALANCE AND RESERVES

Fund balance consists of nonspendable, restricted, committed, assigned and unassigned funds.

Nonspendable fund balance includes amounts that cannot be spent because they are either not in spendable form (such as inventory) or legally or contractually required to be maintained intact (such as endowments).

FINANCIAL AND BUDGET POLICIES (CONTINUED)

Restricted fund balance includes amounts that can be spent only for specific purposes specified by constitution, external resource providers, or through enabling legislation.

Committed fund balance includes amounts that can be used only for specific purposes determined by formal action of a city ordinance by the Council. It includes legislation (Council action) that can only be overturned by new legislation requiring the same type of voting consensus that created the original action. Therefore, if Council action limiting the use of funds is separate from the action (legislation) that created (enables) the funding source, then it is committed, not restricted. For the purposes of establishing, modifying, and rescinding a committed fund balance, the City considers an ordinance more binding than a resolution or a minute action by City Council.

Assigned fund balance includes amounts that are designated or expressed by the Council, but does not require a formal action like a resolution or ordinance. The Council may delegate the ability to an employee or committee to assign uses of specific funds for specific purposes. In June 2011, the City Council passed Resolution 11-27, delegating authority to establish, modify, or rescind a fund balance assignment to the Finance Director.

Unassigned fund balance includes the residual balance for the City's General Fund and includes all spendable amounts not contained in other classifications.

As of June 30, 2020, combined reserves fund balance totals \$53.5 million as follows. The following information is from the City's audited financial statements for FY 2019-20.

Fund Balance Category	FY 2019-20 Audited
Committed	
Declared Disasters	\$14,125
Self Insurance	2,000
Economic Reserves	9,000
Assigned	
Compensated Absences	5,037
Police Retirement Supplemental	2,365
Section 115 Trust	1,750
Non-spendable	362
Unassigned	18,825
TOTAL	\$53,464

RESERVE STUDY AND GOALS

The financial risks that the City faces, and which should be accounted for in the process of establishing reserves, include economic volatility, major infrastructure failure, natural disasters and other emergencies. A separate study of these risks was prepared in 2015 and is periodically updated by the Finance Department to assess each category of risk and recommend to the City Council an adequate amount of reserves that will enable the City to prepare for the identified risks. At that time, Council determined the appropriate reserve level was \$55 million and committed to a plan to reach that goal and to increase the reserve level by a CPI factor annually in years where the General Fund had a surplus. During the annual budget process, the mid-year budget report and preparation of the five-year financial plan, actual reserve amounts are compared to recommended amounts. If reserves are below target, recommendations will be made for increasing reserves. The City reached the \$55 million goal on June 30, 2016, however the amount has fallen below the target level. At this time, staff have not included replenishing the reserves due to the budget constraints mentioned throughout this document.

FINANCIAL AND BUDGET POLICIES (CONTINUED)

COMMITTED FOR DECLARED DISASTERS/EMERGENCY RESERVE

The \$14,125,000 committed for declared disasters was established by the City Council as an emergency reserve. As set forth by Council Resolution 11-27 (June 21, 2011) and Municipal Code Sections 2-206 and 2-207, use of this reserve is limited to the following purposes:

1. To provide required emergency funding as a result of a declared emergency.
2. To provide required funding for an unanticipated but urgent event threatening the public health, safety and welfare of the City such as earthquakes, major unanticipated infrastructure failures and terrorist events.

This reserve may only be utilized by resolution of the City Council for the reasons stated above. This amount will be shown as committed fund balance on the City's Comprehensive Annual Financial Report (CAFR).

Paired with this reserve is the policy of a minimum monthly cash balance (throughout the fiscal year) in the General Fund of at least \$14 million. This keeps the reserve funds liquid rather than having them tied up in longer-term investments. The amount presented on the monthly Treasurer's Report will be used to determine the actual ending monthly cash balance.

On March 13, 2020, the City Council declared a local emergency to enhance the City's emergency preparedness and overall readiness. The City has experienced and is predicted to continue to experience continued emergency expenditures as it relates to the COVID-19 global pandemic. As described above, this Fund Balance commitment was established as a reserve for emergency funding as a result of a declared emergency.

As a result, the FY 2020-21 Adopted Budget included City Council's appeal to utilize \$10.2 million of the declared disaster fund balance to help offset the loss in General Fund reserves. This authority is proposed to transfer into the proposed FY 2021-22 General Fund budget.

COMMITTED FOR SELF-INSURANCE

The \$2 million self-insurance reserve is set by Resolution 11-27 and Municipal Code Section 2-154. The City will maintain a minimum \$2 million Committed General Fund Balance to be used to pay actual losses not covered by other insurance policies or insurance pools. If used, this reserve shall be replenished with funds each fiscal year from the General Fund operating reserve.

COMMITTED FOR ECONOMIC RESERVES

During the reserve study discussed above, the City Council approved the establishment of a reserve to address possible economic instability resulting in a decline in sales tax, property tax and transient occupancy tax. After the adoption of the reserve goal, the Finance Department created the Committed for Economic Reserve account and has added \$1.5 million, annually in accordance with the reserve study.

On March 13, 2020, the City Council declared a local emergency in order to enhance the City's emergency preparedness and overall readiness. The City has experienced and is predicted to continue to experience a decline in revenues, especially with regards to sales and transient occupancy taxes. As described above, this Fund Balance commitment was established as a reserve for economic instability.

OTHER GENERAL FUND RESERVES

The other three categories of reserves listed above are based on specific studies or calculations of what is needed for those programs. The amounts are refreshed annually and recommended to continue as long as required. In addition to these reserves, the City Council has delegated the authority to determine fund balance assignments to the Finance Director. These assignments include: Compensated Absences, Police Retirement 1% Supplemental and a Pension Section 115 Trust. These assignments total \$9.2 million at June 30, 2020.

FINANCIAL AND BUDGET POLICIES (CONTINUED)

DEBT SERVICE FUND RESERVES

The City shall maintain reserves in the Debt Service Funds as prescribed by the bond covenants adopted at the time of the debt issuance.

EQUIPMENT REPLACEMENT FUND RESERVES

The Equipment Replacement Fund shall maintain adequate reserves to provide funding for replacement of fleet vehicles and motorized equipment.

DEBT

DEBT ISSUANCE

The City may issue long-term (exceeding twelve months) debt for capital projects and fixed assets. All General Fund debt issuances shall identify the method of repayment (or have a dedicated revenue source). The term of the debt should not exceed the life of the asset being financed. The City shall not issue General Fund debt to support ongoing operating costs unless such debt issuance achieves net operating cost savings and such savings are verified by independent analysis.

UNFUNDED PENSION LIABILITY

Should the City's pension obligations include an unfunded liability, the City shall develop a plan to reduce and eventually eliminate the unfunded liability. In addition to paying the annual required contribution (that includes amortization of the unfunded pension liability), the City will annually allocate a minimum of \$500,000 annually toward reducing the unfunded liability starting with the Fire Side Fund. In addition, if the City prepays annual retirement costs, the savings on any prepayment option exercised will be evaluated by the Finance Department to determine if it could be used to make an additional payment to the Fire Side Fund. These actions are intended to pay off the Fire Side Fund in eleven or twelve years.



GOVERNMENTAL FUNDS

Governmental funds are used to account for most, if not all, of a government's tax-supported activities. The general fund, special revenues funds, debt service funds, and capital projects funds are considered governmental funds.

GENERAL FUND – 101

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. The Sales and Use Tax revenue from Proposition 172 are reflected in the General Fund summaries.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for proceeds of specific sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.

CULTURE ARTS MASTER PLAN FUND – 130:

Established to account for receipt and disbursement directly related to efforts in coordinating, managing and funding associated with Measure Q, one half of one percent of the proceeds of the seven percent tax set forth in sub-sections (c) and (d) shall be directed toward the implementation of the Culture and Arts Master Plan.

FIRST TIME HOMEBUYER PROGRAM FUND – 140:

Established to account for receipt and disbursement directly related to efforts in coordinating, managing and funding associated with Measure Q, one half of one percent of the proceeds of the 7% tax set forth shall be directed toward the implementation of a first time homebuyer program for current residents of the City, former residents who were raised in the City and/or who graduated from the Newport Mesa Unified School District.

DISASTER RELIEF FUND – 150:

Established to account for appropriations directly related to efforts in coordinating, managing and funding eligible response and recovery efforts associated with domestic major disasters and emergencies. This fund was triggered in February 2020, when the City first experienced COVID related events. When the COVID emergency declaration was enacted, this fund was expanded to track COVID related and OC protests expenditures by department.

GAS TAX FUND – 201:

Established to account for the receipt and disbursement of funds used for construction and maintenance of the road network system of the City. Financing is provided by the City's share of State gasoline taxes.

AIR QUALITY IMPROVEMENT FUND (AQMD) – 203:

Established to account for the City's share of funds received under Health & Safety Code Section 44223 (AB 2766) to finance air pollution reduction programs consistent with the California Clean Air Act of 1988.

DESCRIPTION OF FUNDS & FUND TYPES (CONTINUED)

AMERICAN RESCUE PLAN (ARP) – 205:

The American Rescue Plan is the first piece of legislation that allows for Federal funding to backfill the loss of revenues and reinstate reductions taken due to the pandemic. The ARP allotted \$26.5 million to the City of Costa Mesa, half expected to be disbursed in May 2021 and the other half twelve months later.

HOME PROGRAM FUND – 205:

Established to account for the receipt and disbursement of funds received under the Federal Home Investment Partnership Program of the Department of Housing and Urban Development (HUD). These revenues must be expended for acquisition, rehabilitation, and new construction of rental housing.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG) – 207:

This fund accounts for revenues received from the Department of Housing and Urban Development. These revenues must be expended to accomplish one of the following objectives: elimination of slum or blight, benefit low and moderate income persons, or to meet certain urgent community development needs.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF) – 213:

Established to account for the receipt and disbursement of funds received under the State Citizen's Option for Public Safety (COPS) program allocated pursuant to Government Code Section 30061 enacted by AB 3229,

Chapter 134 of the 1996 Statutes. These COPS/SLESF funds are allocated based on population and can only be spent for "front line municipal police services" as per Government Code Section 30061(c)(2).

RENTAL REHABILITATION PROGRAM FUND – 216:

Established to account for revenues received from the Department of Housing and Urban Development under Section 17 of the U.S. Housing Act of 1937. These revenues must be expended to provide assistance to rehabilitate primarily privately-owned residential rental property.

NARCOTICS FORFEITURE FUND – 217:

Established to account for receipt and disbursement of narcotic forfeitures received from the County, State and Federal pursuant to Section 11470 of State Health and Safety Code and Federal Statute 21USC Section 881.

OFFICE OF TRAFFIC SAFETY FUND – 220:

Established to account for the receipt and disbursement of State monies received from the Office of Traffic Safety. Funds are restricted for projects utilized to enhance traffic safety and reduce drunk driving in the City.

FEDERAL GRANTS FUND – 230:

Established to account for the receipt and disbursement of Federal monies granted and received to carry out a public purpose of support or stimulation authorized by Federal law. Funds are restricted for federally-funded projects utilized within the City. All projects are to abide to the Uniform Guidance set by the Office of Management and Budget.

STATE GRANTS FUND – 231:

Established to account for the receipt and disbursement of State monies granted and received. Funds are restricted for projects funded by the State of California and are to abide all State requisites.

DESCRIPTION OF FUNDS & FUND TYPES (CONTINUED)

RMRA GAS TAX FUND – 251:

Established to account for the receipt and disbursement of state monies received from the Road Maintenance and Rehabilitation Account. Funds are restricted for projects utilized to address deferred maintenance on the local street and road system.

DEBT SERVICE FUNDS

Debt Service Funds are used to account for accumulation of resources for, and the payment of, general long-term debt including principal and interest.

FINANCING AUTHORITY DEBT SERVICE FUND – 380:

To accumulate monies for the payment of the 2017 Lease Revenue Bonds. The 2017 Lease Revenue bonds refunded the Public Financing Authority 2007 Certificates of Participation and provided partial funding for the Lion's Park Project.

PUBLIC FINANCING AUTHORITY DEBT SERVICE FUND – 390:

To accumulate monies for payment of the 2006 Revenue Refunding bonds. The 2006 Revenue Refunding bonds refunded the 1991 Local Agency Revenues Bonds that provided monies for the purchase of the Costa Mesa Community Facilities 1991 Special Tax Bonds.

CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

PARK DEVELOPMENT FEES FUND – 208:

Established to account for the development of new park site and playground facilities. Financing is provided by fees charged to residential and commercial developers.

DRAINAGE FEES FUND – 209:

Established to account for the construction and maintenance of the City's drainage system. Financing is provided by fees charged to residential and commercial developers.

TRAFFIC IMPACT FEES FUND – 214:

Established to account for the receipt and disbursement of funds for off-site transportation improvements Citywide. Financing is provided by fees charged to residential and commercial developers.

CAPITAL OUTLAY FUND – 401:

Established to account for capital expenditures financed by the City's General Fund and any grant not accounted for in a special revenue fund. This includes 1) *Capital Projects*: with a value greater than \$5,000 including, publicly owned or operated streets, highways, bridges, sidewalks, curbs, gutters, alleys, storm drains, storm water pump stations, trees, landscaping, medians, parks, playgrounds, traffic signals, streetlights, fences, and walls; and 2) *Capital Facilities*: City owned or operated buildings including, City Hall, Civic Center, Police Department, Old Corp Yard, New Corp Yard, fire stations, libraries, and community centers.

DESCRIPTION OF FUNDS & FUND TYPES (CONTINUED)

The City approved 5.0% of General Fund revenues to be transferred to fund Capital assets, as required by the Capital Asset Needs (CAN) Ordinance. On May 19, 2020, Council approved to waive the CAN Ordinance required contribution amount to Capital projects. The reduction was a necessary measure to assist in closing the FY 2020-21 fiscal impact resulting from COVID-19. The FY 2021/22 Proposed Budget assumes full funding of the CAN.

VEHICLE PARKING DISTRICTS FUND – 409/410:

Established under the Vehicle Parking District Law of 1943 to provide vehicle facilities in the downtown area. Financing is provided through specific property tax levies.

GOLF COURSE IMPROVEMENT FUND – 413:

Established to account for the Costa Mesa Country Club capital expenditures. The City receives two and one-half percent of the monthly gross receipts of green and tournament fees to finance capital improvements.

MEASURE "M2" REGIONAL FUND – 415:

Established to account for expenditure of Measure M2 funds allocated based on "competitive" basis in accordance with the November 2006 voter-approved one-half percent sales tax for local transportation.

MEASURE "M2" FAIRSHARE FUND – 416:

Established to account for expenditure of Measure M2 funds allocated based on "Fairshare" basis in accordance with the November 2006 voter-approved one-half percent sales tax for local transportation improvements.

JACK HAMMETT SC CAPITAL IMPROVEMENT FUND – 417:

Established to account for receipt and disbursement of funds related to on-going maintenance of Jack Hammett Sports Complex. Funding is provided by the facility's rental income.

LIONS PARK PROJECT 2017 BOND FUND – 418:

Established to account for the receipt and disbursement of bond funds for construction of a new library and renovation of the existing library into the neighborhood community center. Project funding is partially provided by bond proceeds with the remaining balance provided by the Capital Improvements Fund, Park Development Fees Fund, and Gas Tax Fund.

PROPRIETARY FUNDS

INTERNAL SERVICE FUNDS

Internal Service Funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

DESCRIPTION OF FUNDS & FUND TYPES (CONTINUED)

EQUIPMENT REPLACEMENT FUND – 601:

Established to account for all fleet equipment used by City departments.

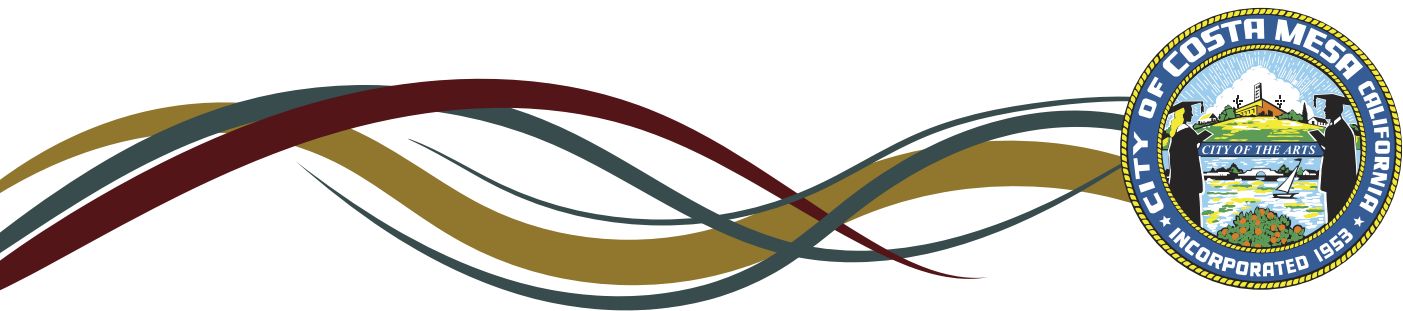
SELF-INSURANCE FUND – 602:

Established to account for the receipt and disbursement of funds used to pay workers' compensation, general liability, and unemployment claims filed against the City.

INFORMATION TECHNOLOGY REPLACEMENT FUND – 603:

Established to provide funds for future replacement and upgrade to the City's computer equipment, systems and supporting infrastructure. On March 18, 2020, the City Council adopted Ordinance No. 2020-06 amending Chapter V (Finance) of Title 2 (Administration) of the Costa Mesa Municipal Code to revise Article 8 (capital asset needs) and add Article 9 (information technology needs) reallocating 1.5% of General Fund revenues from capital improvements to information technology improvements. In March 2020, City Council adopted a five year Information Technology Strategic Plan that is technologically strategic, operationally responsive, and fiscally responsible.





BUDGET OVERVIEW

The Fiscal Year 2021-22 Budget reflects the operating and capital spending plans for the General Fund, Special Revenue Funds, Capital Project Funds, and Internal Service Funds. The total proposed budget for all funds is approximately \$198 million, an increase of \$34.1 million, or 21 percent compared to the adopted budget for Fiscal Year 2020-21. Table 1 illustrates these amounts.

TABLE 1 – PROPOSED BUDGET – ALL FUNDS

Expenditure Category	Adopted FY 2020-21	Proposed FY 2021-22	Increase/(Decrease)		FY 2021-22 % of Total
			Amount	Percent	
Operating Budget	\$ 145,841,031	\$ 163,522,932	\$ 17,681,901	12%	83%
Transfers Out	4,099,924	9,841,585	5,741,661	140%	5%
Capital Budget	13,855,245	24,566,362	10,711,117	77%	12%
Total	\$ 163,796,200	\$ 197,930,879	\$ 34,134,679	21%	100%

GENERAL FUND BUDGET OVERVIEW

The General Fund comprises 78 percent of the total operating budget. Therefore, the succeeding discussion will focus primarily on the General Fund.

The General Fund budget is \$154.4 million (including transfers out), an increase of approximately \$17.8 million, or 13 percent compared to the Fiscal Year 2020-21 adopted budget. Table 2 below illustrates the components and the changes of the budget as compared to the prior year's budget.

TABLE 2 – GENERAL FUND OPERATING BUDGET

Expenditure Category	Adopted FY 2020-21	Proposed FY 2021-22	Increase/(Decrease)		FY 2021-22 % of Total
			Amount	Percent	
Salaries and Benefits	\$ 96,349,972	\$ 105,549,021	\$ 9,199,049	10%	68%
Maintenance and Operations	34,934,966	38,437,418	3,502,452	10%	25%
Fixed Assets	1,252,409	1,435,306	182,897	15%	1%
Transfers Out	4,099,924	8,980,936	4,881,012	119%	6%
Total	\$ 136,637,271	\$ 154,402,681	\$ 17,765,410	13%	100%

SALARIES AND BENEFITS

Budgeted personnel costs increased by \$9.2 million, or 10 percent. This increase is primarily attributed to the reinstatement of the five percent furlough (\$3 million) and vacancy attrition factors (\$1.8 million) implemented in departments in the prior adopted budget. In an effort to contain costs in light of the pandemic crisis that started in the last quarter of Fiscal Year 2019-20, the City reduced part-time staffing, hours and pay by way of furloughs and layoffs. In the current year, budgeted positions were restored at the level of personnel needed to provide expected levels of services to the community. Additionally, there is an increase in staffing that was approved in Fiscal Year 2020-21 in relation to Measure Q (\$1.2 million) and other reclassifications to staffing. Additionally, personnel has increased due to climbing retirement costs. The General Fund's retirement cost has increased by \$0.8 million.

BUDGET OVERVIEW (CONTINUED)

MAINTENANCE AND OPERATIONS

The maintenance and operations category includes such accounts as: office supplies; office equipment; electricity; gas and water for all City owned property including parks, medians, street lights and traffic signals; park and facility maintenance, general liability insurance, the contingency account, and principal and interest payments on outstanding City debt. The budget for maintenance and operations in the General Fund is \$38.4 million, a net increase of \$3.5 million, or 10 percent compared to the FY 2020-21 adopted budget. The increase is attributed to restoring the FY 2020-21 budget reductions.

TRANSFERS OUT

The budget includes an operating transfer out totaling \$9.0 million from the General Fund, to fund various Capital Improvement Program (CIP) projects and information technology replacement needs. City Council approved to implement the 5.0% of General Fund revenues to be transferred to the Capital Outlay Fund, as required by the Capital Asset Needs (CAN) Ordinance. The proposed amount to be transferred for Fiscal Year 2021-22 is \$6.9 million to the Capital Improvement Fund. Ordinance 2020-06, passed by the City Council on March 17, 2020, to reallocate 1.5% of the annual General Fund revenues to fund the City's technology needs. The budget includes a \$2.1 million transfer to the Information Technology Replacement Fund to comply with this ordinance.

The total proposed FY 21-22 General Fund revenue is \$151.2 million, an increase of \$24.8 million or 20 percent compared to FY 20-21 adopted budget. Table 3 illustrates the General Fund revenue sources estimates.

TABLE 3 – GENERAL FUND REVENUE ESTIMATES

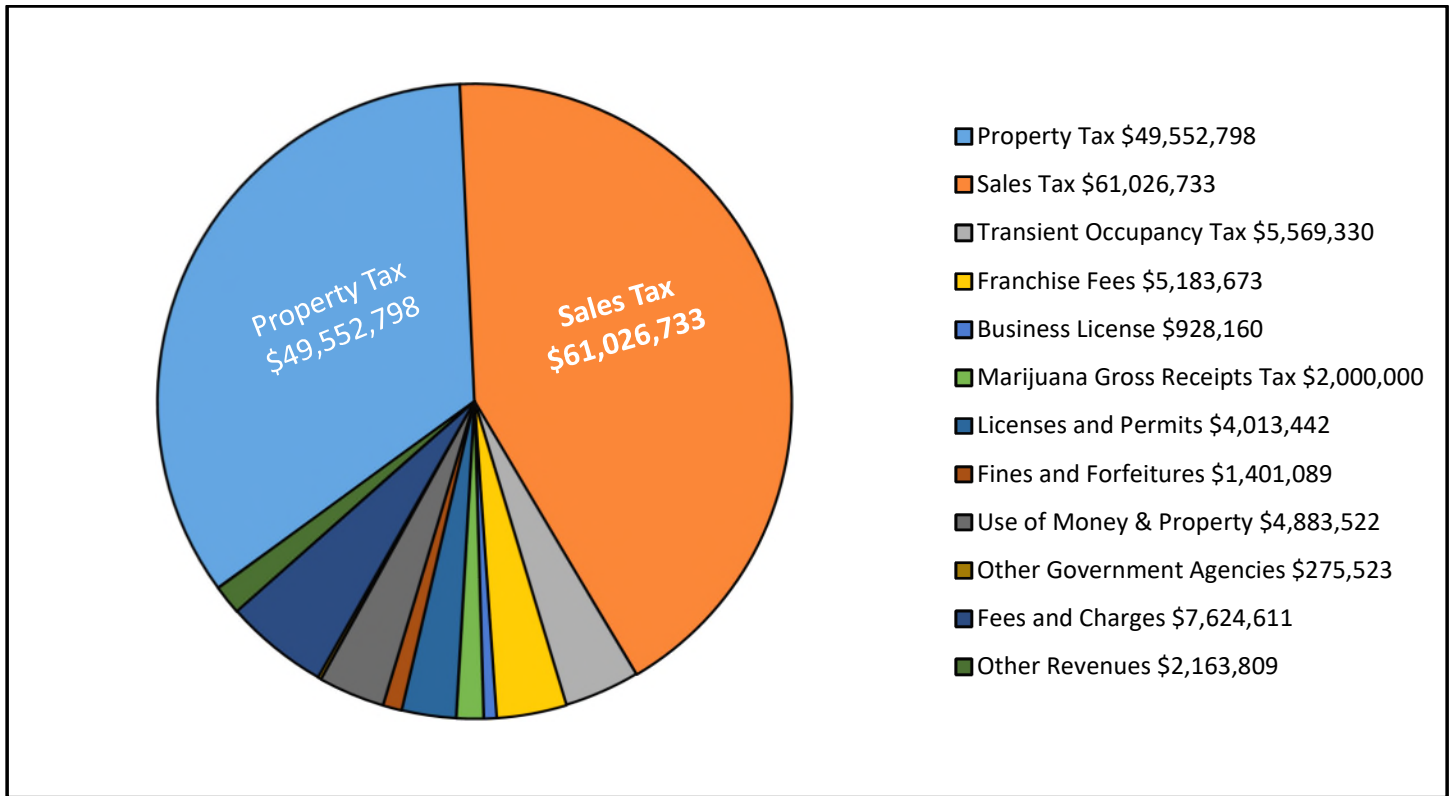
Revenue Source	Adopted FY 2020-21	Proposed FY 2021-22	Increase/(Decrease)		FY 2021-22 % of Total
			Amount	Percent	
Taxes	\$ 110,328,616	\$ 124,260,065	\$ 13,931,449	13%	82%
Licenses and Permits	2,610,808	4,013,442	1,402,633	54%	3%
Fines and Forfeitures	1,487,358	1,401,089	(86,269)	-6%	1%
Use of Money and Property	2,685,661	4,883,522	2,197,861	82%	3%
Other Governmental Agencies	922,023	275,523	(646,500)	-70%	0%
Fees and Charges for Services	7,269,538	7,624,611	355,073	5%	5%
Other Revenue	1,056,097	2,163,809	1,107,712	105%	1%
Operating Transfer In	-	6,561,529	6,561,529	0%	4%
Total	\$ 126,360,101	\$ 151,183,589	\$ 24,823,488	20%	96%

REVENUES

City management has been working with all Departments to develop a structurally balanced FY 2021-22 General Fund Budget. Table 3 above reflects an overall 20 percent increase in General Fund revenue compared to the Fiscal Year 2020-21 adopted budget, this is primarily attributed to transfers in from the American Rescue Plan (ARP) Fund and expected increases in taxes, specifically proposed increases due to property and sales taxes. The combined decrease of these two taxes make up \$11.0 million of \$13.9 million increase in taxes.

BUDGET OVERVIEW (CONTINUED)

GRAPH 1 – GENERAL FUND REVENUE ESTIMATES BY CATEGORY



OTHER GOVERNMENTAL FUNDS

To gain a better understanding of the budget as a whole, the General Fund budget is compared to the entire budget covering all governmental funds. Table 4 illustrates this relationship.

TABLE 4 – REVENUE BUDGET – ALL FUNDS BY FUND TYPE

Fund Types	Adopted FY 2020-21	Proposed FY 2021-22	Increase/(Decrease)		FY 2021-22 % of Total
			Amount	Percent	
General Fund	\$ 126,360,101	\$ 151,183,589	\$ 24,823,488	20%	81%
Special Revenue Funds	7,324,814	21,269,361	13,944,547	190%	11%
Capital Projects Funds	9,636,470	13,658,500	4,022,030	42%	7%
Total	\$ 143,321,385	\$ 186,111,450	\$ 42,790,065	30%	100%

*Does not include Internal Services Revenue

INTERNAL SERVICE FUNDS

The City uses Internal Service Funds to account for the following activities:

EQUIPMENT REPLACEMENT FUND (601)

This fund accounts for the accumulation of resources necessary to replace vehicles over a number of years based upon an established replacement schedule. This fund also accounts for fleet services provided by the Maintenance Services Division to the user-departments. For FY 2021-22, the budget is approximately \$2.7 million.

Under the Internal Service Funds method of accounting for fleet services, user-departments are charged monthly internal rent. The rent consists of the estimated cost for future replacement of department vehicles and the monthly cost of maintenance, including fuel. Staff uses an inflationary factor compounded annually to determine the estimated future replacement cost divided by the estimated life of the vehicles. Maintenance charges are based on actual usage of fuel and service, including labor, materials, and overhead costs.

SELF-INSURANCE FUND (602)

This fund accounts for the Risk Management Program including workers' compensation, general liability, and unemployment insurance. The FY 2021-22 budget totals \$4.9 million. The City currently contracts with separate vendors for workers' compensation and managed care services that historically were handled together. Since the City has separated the two, it has been able to take advantage of competitive rates and additional cost savings on medical expenses.

The unemployment insurance portion is based on actual payments to the State Employment Development Department (EDD), which processes the claims for unemployment benefits on behalf of the City. The City reimburses the EDD on a quarterly basis. Departments are charged back based on an established formula.

Revenues for the Self-insurance Fund come from internal charges to the user-departments based on historical costs of incurred losses, insurance premiums, and other services provided by the Risk Management Division.

INFORMATION TECHNOLOGY REPLACEMENT FUND (603)

This fund accounts for the accumulation of resources necessary to replace hardware and software related to information technology. As per Ordinance no. 2020-06, 1.5% of annual General Fund revenues is allocated to the Information Technology Replacement Fund to provide funding for the City's immediate and future information technology needs, including those identified in the Information Technology Strategic Plan.

TABLE 5 – REVENUE BUDGET – INTERNAL SERVICE FUNDS

Fund Types	Adopted FY 2020-21	Proposed FY 2021-22	Increase/(Decrease)		FY 2021-22 % of Total
			Amount	Percent	
Equipment Replacement Fund	\$ 2,604,000	\$ 2,671,416	\$ 67,416	3%	27%
Self-Insurance Fund	4,871,689	4,931,477	59,788	1%	50%
IT Replacement Fund	1,871,924	2,321,135	449,211	24%	23%
Total	\$ 9,347,613	\$ 9,924,028	\$ 576,415	6%	100%

CAPITAL IMPROVEMENT PROJECTS

The proposed capital budget is approximately \$24.6 million, an increase of \$10.7 million or 77% from the adopted FY 2020-21 budget. In reviewing the Capital Improvement Program budget, it is important to keep in mind that most projects are funded by restricted revenue sources or grants. Consequently, there will potentially be significant differences from year to year in both the numbers of projects proposed and the total dollars budgeted. Primary funding sources for capital projects include the Measure M, Gas Tax, Gas Tax, Road Maintenance and Rehabilitation Account, Air Quality Management Fund, Community Development Block Grant, Park Development Fees, Traffic Impact Fees, Capital Improvement and Drainage Fees Funds.

Key projects included in the Capital Improvement Budget for FY 2021-22 are:

- Police Department – Range Remodel
- Jack Hammett Sport Park Expansion
- Citywide street improvements
- Westside Storm Drain Improvements
- Adams Avenue Improvements-RMRA

The City's Five-Year Capital Improvement Program (CIP) is listed at the end of the CIP section of this budget book. This section provides comprehensive, detailed information on the capital projects that the City plans to undertake in the coming fiscal year and beyond. It also contains a summary listing of projects by funding source.

ALL FUNDS REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
GENERAL FUND					
Fund 101 - General Fund	\$ 144,969,950	\$ 137,600,019	\$ 126,360,101	\$ 151,183,589	20%
SPECIAL REVENUE FUNDS					
Fund 130 - Cultural Arts Master Plan					
Marijuana Gross Receipts Tax	\$ -	\$ -	\$ -	\$ 166,667	-
Total Fund 130	\$ -	\$ -	\$ -	\$ 166,667	-
Fund 140 - First Time Homebuyer Program					
Marijuana Gross Receipts Tax	\$ -	\$ -	\$ -	\$ 166,667	-
Total Fund 140	\$ -	\$ -	\$ -	\$ 166,667	-
Fund 201 - Gas Tax					
Investment Earnings	\$ 138,971	\$ 133,849	\$ 40,000	\$ 40,000	0%
GASB 31 Market Value Adjustment	132,063	121,627	-	-	-
Gas Tax - 2103	385,174	798,691	978,674	1,023,231	5%
Gas Tax - 2105	632,586	590,859	613,965	666,742	9%
Gas Tax - 2106	418,770	369,871	398,957	406,808	2%
Gas Tax - 2107.1	795,546	746,072	738,605	848,480	15%
Gas Tax - 2107.5	10,000	10,000	10,000	10,000	0%
Other Reimbursements	-	10,780	-	-	-
Total Fund 201	\$ 2,513,110	\$ 2,781,749	\$ 2,780,201	\$ 2,995,261	8%
Fund 203 - Air Quality					
Investment Earnings	\$ 6,295	\$ 8,508	\$ 3,547	\$ 3,005	-15%
GASB 31 Market Value Adjustment	7,119	5,748	-	-	-
AB 2766 - Air Quality Improvement Fees	149,546	146,894	126,809	146,900	16%
Total Fund 203	\$ 162,960	\$ 161,150	\$ 130,356	\$ 149,905	15%
Fund 204 - American Rescue Plan					
Other Federal Grants	\$ -	\$ -	\$ -	\$ 13,240,757	-
Total Fund 204	\$ -	\$ -	\$ -	\$ 13,240,757	-
Fund 205 - HOME Investment Partnerships Program (HOME)					
Lien/Loan Repayment	\$ 1,454,658	\$ 49,818	\$ 70,000	\$ 20,000	-71%
Investment Earnings	31,758	33,005	10,000	30,000	200%
GASB 31 Market Value Adjustment	32,873	28,221	-	-	-
HOME Invest. Partnership Grant	69,058	141,967	505,820	501,749	-1%
Total Fund 205	\$ 1,588,347	\$ 253,011	\$ 585,820	\$ 551,749	-6%
Fund 207 - Community Development Block Grant (CDBG)					
Lien/Loan Repayment	\$ 75,316	\$ -	\$ 30,000	\$ -	-100%
Investment Earnings	124	445	-	-	-
Community Dev. Block Grant	1,086,273	411,358	1,136,657	1,121,215	-1%
Total Fund 207	\$ 1,161,713	\$ 411,803	\$ 1,166,657	\$ 1,121,215	-4%

ALL FUNDS REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
Fund 213 - Supplemental Law Enforcement Services (SLESF)					
Investment Earnings	\$ 80	\$ 55	\$ -	\$ -	-
GASB 31 Market Value Adjustment	66	193	-	-	-
Safety (COPS)	263,294	273,684	258,111	265,965	3%
Total Revenues	\$ 263,440	\$ 273,932	\$ 258,111	\$ 265,965	3%
Operating Transfers In	\$ 44,544	\$ -	\$ -	\$ -	-
Total Other Financing Sources	\$ 44,544	\$ -	\$ -	\$ -	-
Total Fund 213	\$ 307,984	\$ 273,932	\$ 258,111	\$ 265,965	3%
Fund 216 - Rental Rehabilitation Program					
Investment Earnings	\$ 4,358	\$ 5,381	\$ 1,000	\$ 1,000	0%
GASB 31 Market Value Adjustment	4,574	4,758	-	-	-
Lien/Loan Repayment	171,749	40,000	-	-	-
Total Fund 216	\$ 180,681	\$ 50,139	\$ 1,000	\$ 1,000	0%
Fund 217 - Narcotics Forfeiture					
Asset Forfeiture - US Treasury	\$ -	\$ 10,824	\$ -	\$ -	-
Asset Forfeiture - DOJ	571,025	587,525	-	-	-
Asset Forfeiture - County/Other	38,915	58,421	-	-	-
Asset Forf Drug/Gang Activity	7,163	10,310	-	-	-
Investment Earnings	20,261	26,109	1,000	1,000	0%
GASB 31 Market Value Adjustment	21,810	31,005	-	-	-
Total Fund 217	\$ 659,174	\$ 724,193	\$ 1,000	\$ 1,000	0%
Fund 219 - Local Law Enforcement Block Grant					
Investment Earnings	\$ 584	\$ 715	\$ -	\$ -	-
GASB 31 Market Value Adjustment	655	582	-	-	-
Total Fund 219	\$ 1,239	\$ 1,297	\$ -	\$ -	-
Fund 220 - Office of Traffic Safety					
Other Federal Grants	\$ 162,919	\$ 163,410	\$ -	\$ -	-
Total Fund 220	\$ 162,919	\$ 163,410	\$ -	\$ -	-
Fund 230 - Federal Grants					
Investment Earnings	\$ -	\$ 12,363	\$ -	\$ -	-
GASB 31 Market Value Adjustment	-	47,638	-	-	-
Other Federal Grants	-	13,300	-	-	-
Total Fund 230	\$ -	\$ 73,301	\$ -	\$ -	-
Fund 231 - State Grants					
Investment Earnings	\$ -	\$ 686	\$ -	\$ 500	-
GASB 31 Market Value Adjustment	-	2,775	-	-	-
State Government	-	-	-	-	-
Other State Grants	-	273,025	262,722	329,813	26%
Total Fund 231	\$ -	\$ 276,486	\$ 262,722	\$ 330,313	26%

ALL FUNDS REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
Fund 251 - Road Maintenance and Rehabilitation Account (RMRA) Gas Tax					
Investment Earnings	\$ 21,872	\$ 69,267	\$ 5,000	\$ 15,000	200%
GASB 31 Market Value Adjustment	48,499	74,796	-	-	-
Gasoline Tax - RMRA	2,114,320	2,006,161	2,133,947	2,263,862	6%
Gas Tax Loan Repayment	130,020	130,218	-	-	-
Total Fund 251	\$ 2,314,711	\$ 2,280,442	\$ 2,138,947	\$ 2,278,862	7%

CAPITAL PROJECTS FUNDS

Fund 208 - Park Development Fees					
Investment Earnings	\$ 133,708	\$ 125,578	\$ 25,000	\$ 50,000	100%
GASB 31 Market Value Adjustment	120,639	98,324	-	-	-
Park Development Fees	2,299,373	1,049,018	672,869	708,869	5%
Total Fund 208	\$ 2,553,720	\$ 1,272,919	\$ 697,869	\$ 758,869	9%

Fund 209 - Drainage Fees					
Investment Earnings	\$ 27,785	\$ 39,586	\$ 10,000	\$ 20,000	100%
GASB 31 Market Value Adjustment	29,417	38,898	-	-	-
Drainage Assessment Fees	268,800	898,498	613,730	426,411	-31%
Total Fund 209	\$ 326,002	\$ 976,982	\$ 623,730	\$ 446,411	-28%

Fund 214 - Traffic Impact Fees					
Investment Earnings	\$ 86,181	\$ 93,197	\$ 15,000	\$ 30,000	100%
GASB 31 Market Value Adjustment	90,992	81,608	-	-	-
Traffic Impact Fees	182,166	259,298	50,000	200,000	300%
Total Fund 214	\$ 359,339	\$ 434,104	\$ 65,000	\$ 230,000	254%

Fund 218 - Fire System Development					
Investment Earnings	\$ 2,764	\$ 10,844	\$ 700	\$ 700	0%
GASB 31 Market Value Adjustment	3,101	5,764	-	-	-
Fire Protect. Sys. Dev. Fees	-	167,540	-	-	-
Total Fund 218	\$ 5,865	\$ 184,148	\$ 700	\$ 700	0%

Fund 228 - Fire Protection System Paramedic Fund					
Investment Earnings	\$ -	\$ 3,462	\$ -	\$ -	-
GASB 31 Market Value Adjustment	-	5,249	-	-	-
Fire Prot System Paramedic	-	301,792	-	-	-
Total Fund 228	\$ -	\$ 310,503	\$ -	\$ -	-

ALL FUNDS REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
Fund 401 - Capital Outlay					
Investment Earnings	\$ 239,676	\$ 191,364	\$ 50,000	\$ 60,000	20%
GASB 31 Market Value Adjustment	242,587	113,335	-	-	-
Other Federal Grants	2,027,482	599,689	-	-	-
Other State Grants	-	727,500	3,312,336	-	-100%
Other County Grants/Programs	51,371	-	-	-	-
Other Governmental Agencies	197,893	-	-	-	-
Contributions	242,000	-	-	-	-
Donations	254,925	-	-	-	-
Other Reimbursements	74,767	1,076,110	-	-	-
Loan Proceeds	153,914	-	-	-	-
Total Revenues	\$ 3,484,615	\$ 2,707,998	\$ 3,362,336	\$ 60,000	-98%
Operating Transfers In	\$ 12,005,734	\$ 4,402,681	\$ 2,238,000	\$ 7,570,450	238%
Total Other Financing Sources	\$ 12,005,734	\$ 4,402,681	\$ 2,238,000	\$ 7,570,450	238%
Total Fund 401	\$ 15,490,349	\$ 7,110,679	\$ 5,600,336	\$ 7,630,450	36%
Fund 403 - Measure M Regional					
Other Reimbursements	\$ (9,097)	\$ -	\$ -	\$ -	-
Total Fund 403	\$ (9,097)	\$ -	\$ -	\$ -	-
Fund 409 - Vehicle Parking District 1					
Property Tax - Secured	\$ 3,771	\$ 4,126	\$ 3,922	\$ 3,500	-11%
Property Tax - Unsecured	12	12	12	12	-4%
Property Tax - Supplemental	11	8	11	11	-4%
Property Tax - Homeowners	2	2	2	2	-4%
Delinquent Tax - Penalties/Int	1	1	1	1	-4%
Investment Earnings	481	169	100	200	100%
GASB 31 Market Value Adjustment	577	575	-	-	-
Total Fund 409	\$ 4,855	\$ 4,894	\$ 4,049	\$ 3,726	-8%
Fund 410 - Vehicle Parking District 2					
Property Tax - Secured	\$ 11,788	\$ 12,653	\$ 12,260	\$ 12,260	0%
Property Tax - Unsecured	10	10	11	11	0%
Property Tax - Supplemental	10	7	11	11	0%
Property Tax - Homeowners	2	2	2	2	0%
Delinquent Tax - Penalties/Int	1	1	1	1	0%
Investment Earnings	954	365	100	500	400%
GASB 31 Market Value Adjustment	1,189	1,258	-	-	-
Total Fund 410	\$ 13,954	\$ 14,295	\$ 12,385	\$ 12,785	3%
Fund 413 - Golf Course Improvement					
Investment Earnings	\$ -	\$ 5,435	\$ 1,500	\$ 1,500	0%
GASB 31 Market Value Adjustment	3,759	4,951	-	-	-
Golf Course Operations	102,916	108,759	100,000	110,000	10%
Total Fund 413	\$ 106,675	\$ 119,145	\$ 101,500	\$ 111,500	10%

ALL FUNDS REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
Fund 415 - Measure M2 Competitive					
Investment Earnings	\$ -	\$ 9,702		\$ -	-
GASB 31 Market Value Adjustment		3,154		-	-
Measure "M2" Regional Grant	3,757,881	750,841	74,500	1,773,000	2280%
Total Fund 415	\$ 3,757,881	\$ 763,697	\$ 74,500	\$ 1,773,000	2280%

Fund 416 - Measure M2 Fairshare					
Investment Earnings	\$ 130,750	\$ 91,847	\$ 25,000	\$ 40,000	60%
GASB 31 Market Value Adjustment	125,849	89,714	-	-	-
Measure "M2" Fairshare	2,646,626	2,688,605	2,277,652	2,496,909	10%
Total Fund 416	\$ 2,903,225	\$ 2,870,166	\$ 2,302,652	\$ 2,536,909	10%

Fund 417 - Jack Hammett Sports Complex Capital Improvement					
Investment Earnings	\$ 5,901	\$ 10,560	\$ 3,000	\$ 3,000	0%
GASB 31 Market Value Adjustment	6,496	8,438	-	-	-
Jack Hammett Field Rental	150,750	150,750	150,750	150,750	0%
Total Fund 417	\$ 163,147	\$ 169,748	\$ 153,750	\$ 153,750	0%

Fund 418 - Lions Park Project 2017 Bond					
Investment Earnings	\$ 182,191	\$ 24,556	\$ -	\$ 1,000	-
GASB 31 Market Value Adjustment	3,390	2,994	-	-	-
Proceeds Fr. Issuance of Bonds	-	-	-	-	-
Total Fund 418	\$ 185,581	\$ 27,550	\$ -	\$ 1,000	-

INTERNAL SERVICE FUNDS

Fund 601 - Equipment Replacement Fund					
Investment Earnings	\$ 7,217	\$ 17,488	\$ -	\$ 15,000	-
GASB 31 Market Value Adjustment	-	26,885	-	-	-
Other Charges for Services	-	-	-	-	-
Internal Svc. Charges - Automotive Equip.	2,178,121	2,571,510	2,604,000	2,656,416	2%
Donations	-	278,521	-	-	-
Damage to City Property	54,008	-	-	-	-
Sale of Automotive Equipment	41,925	32,156	-	-	-
Sale of Office Furniture	11	-	-	-	-
Sale of Office Equipment	10,626	-	-	-	-
Sale of Other Equipment	-	4,042	-	-	-
Total Revenues	\$ 2,291,908	\$ 2,930,601	\$ 2,604,000	\$ 2,671,416	3%
Operating Transfers In	\$ 28,284	\$ 1,125,000	\$ -	\$ -	-
Total Other Financing Sources	\$ 28,284	\$ 1,125,000	\$ -	\$ -	-
Total Fund 601	\$ 2,320,192	\$ 4,055,601	\$ 2,604,000	\$ 2,671,416	3%

ALL FUNDS REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
Fund 602 - Self Insurance Fund					
Investment Earnings	\$ 217,063	\$ 241,645	\$ 50,000	\$ 110,000	120%
GASB 31 Market Value Adjustment	243,992	219,612	-	-	-
Internal Service Charges - General Liability	2,544,919	2,246,078	2,051,459	2,051,459	0%
Internal Service Charges - Workers' Comp.	3,313,009	2,977,926	2,690,018	2,690,018	0%
Internal Service Charges - Unemployment	85,572	80,421	80,212	80,000	0%
Settlements	13,220	-	-	-	-
Total Revenues	\$ 6,417,775	\$ 5,765,682	\$ 4,871,689	\$ 4,931,477	1%
Operating Transfers In	\$ 3,290,813	\$ -	\$ -	\$ -	-
Total Other Financing Sources	\$ 3,290,813	\$ -	\$ -	\$ -	-
Total Fund 602	\$ 9,708,588	\$ 5,765,682	\$ 4,871,689	\$ 4,931,477	1%
Fund 603 - IT Replacement Fund					
Investment Earnings	\$ 80,649	\$ 101,291	\$ 10,000	\$ 50,000	400%
GASB 31 Market Value Adjustment	99,462	87,159	-	-	-
Rental of IT Equipment	250,000	-	-	-	-
Total Revenues	\$ 430,111	\$ 188,450	\$ 10,000	\$ 50,000	400%
Operating Transfers In	\$ 1,930,183	\$ -	\$ 1,861,924	\$ 2,271,135	22%
Total Other Financing Sources	\$ 1,930,183	\$ -	\$ 1,861,924	\$ 2,271,135	22%
Total Fund 603	\$ 2,360,294	\$ 188,450	\$ 1,871,924	\$ 2,321,135	24%
TOTAL REVENUES	\$ 176,932,514	\$ 163,709,906	\$ 148,569,074	\$ 179,632,964	21%
TOTAL OTHER SOURCES	\$ 17,340,845	\$ 6,677,681	\$ 4,099,924	\$ 16,403,114	300%
GRAND TOTAL ALL FUNDS	\$ 194,273,359	\$ 170,387,587	\$ 152,668,998	\$ 196,036,078	28%

* In previous years, the Sales and Use Tax - Prop 172 was included in a separate fund. Effective July 1, 2019 this revenue is recorded in the General Fund.

GENERAL FUND REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
GENERAL FUND					
Fund 101 - General Fund					
Taxes					
Property Tax - Secured	\$ 28,381,704	\$ 30,094,033	\$ 28,742,126	\$ 33,133,820	15%
Property Tax - Unsecured	843,551	892,821	748,065	935,865	25%
Property Tax - Supplemental	775,854	603,451	765,525	671,697	-12%
Property Tax - Homeowners	149,872	149,197	149,613	149,613	0%
Delinquent Tax - Penalties/Int	44,080	45,014	15,750	50,000	217%
Property Transfer Tax	727,391	791,414	816,560	816,560	0%
Property Tax In-Lieu of VLF	11,951,449	12,672,511	12,931,291	13,795,244	7%
Sales and Use Tax	64,902,009	55,866,830	54,343,382	59,938,452	10%
Sales and Use Tax - Prop 172*	1,126,008	1,102,506	1,035,655	1,088,281	5%
Transient Occupancy Tax	8,595,417	6,587,223	4,772,862	5,569,330	17%
Electric Franchise Fee	1,222,349	1,183,884	1,234,572	1,240,745	0%
Cable TV Franchise Fee	1,030,699	988,888	1,020,392	988,929	-3%
PEG Cable Franchise Fee	259,732	179,114	233,759	233,759	0%
Gas Franchise Fee	198,422	210,033	200,406	225,067	12%
Solid Waste Hauler Franchise Fee	2,331,349	2,261,045	2,494,543	2,494,543	0%
Business License	941,857	899,426	716,250	928,160	30%
Marijuana Gross Receipts Tax	163,803	763,673	107,864	2,000,000	1754%
Total Taxes	\$ 123,633,040	\$ 115,291,064	\$ 110,328,616	\$ 124,260,065	13%
Licenses and Permits					
Dog License	\$ 85,062	\$ 78,070	\$ 67,879	\$ 78,221	15%
Fire Permits	257,277	85,161	255,000	84,318	-67%
Fire Construction Permits	-	147,908	-	210,632	-
Building Permits	1,877,165	2,677,232	1,491,750	1,744,886	17%
Electrical Permits	225,900	366,906	206,132	352,475	71%
Plumbing/Mechanical Permits	309,620	419,733	240,332	355,921	48%
Street Permits	376,580	585,280	248,844	355,491	43%
Special Business Permits	215	215	430	430	0%
Marijuana Business Permits	163,720	64,575	45,203	741,960	1541%
Home Occupation Permits	12,548	22,536	8,400	25,000	198%
Operator's Permits	5,025	3,525	2,100	2,100	0%
Self-Haul Permit	33,400	13,600	21,700	21,700	0%
Other Permits	37,847	32,577	23,039	40,308	75%
Total Licenses and Permits	\$ 3,384,358	\$ 4,497,318	\$ 2,610,808	\$ 4,013,442	54%
Fines and Forfeitures					
Municipal Code Violations	\$ 203,022	\$ 119,236	\$ 157,500	\$ 157,500	0%
Vehicle Code Violations	309,312	285,382	184,159	245,545	33%
Parking Citations	1,307,466	968,044	1,132,699	968,044	-15%
Red Light Violations	32,090	28,146	13,000	30,000	131%
Total Fines and Forfeitures	\$ 1,851,890	\$ 1,400,807	\$ 1,487,358	\$ 1,401,089	-6%
Use of Money and Property					
Investment Earnings	\$ 684,519	\$ 712,834	\$ 240,000	\$ 600,000	150%
Rental - Buildings/Grounds	219,509	221,492	130,000	200,000	54%
Rental - Downtown Comm. Center	14,319	16,827	7,500	11,250	50%
Rental - Balearic Center	36,237	15,037	10,000	20,000	100%

GENERAL FUND REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
Fund 101 - General Fund (continued)					
Use of Money and Property (continued)					
Rental - Neighborhood Comm. Ctr.	\$ 9,174	\$ 5,981	\$ 42,500	\$ 42,500	0%
Rental - Senior Center	97,112	54,995	52,500	52,500	0%
Rental - Fields	85,875	96,697	44,100	85,000	93%
Rental - Tennis	45,795	41,002	46,789	100,000	114%
Rental - Golf Course Operations	2,230,891	2,245,142	1,840,000	3,500,000	90%
Rental - 3175 Airway	-	115,374	172,272	172,272	0%
Rental - Bus Shelter Ads	108,481	88,820	100,000	100,000	0%
Total Use of Money and Property	\$ 4,431,170	\$ 4,480,349	\$ 2,685,661	\$ 4,883,522	82%
Other Government Agencies					
Motor Vehicle In-Lieu Tax	\$ 55,343	\$ 91,674	\$ 60,000	\$ 85,000	42%
POST Reimbursements	4,563	40,080	10,000	10,000	0%
Mattress Recycling Council	11,070	10,650	10,000	10,500	5%
SB 90 - State Mandated Costs	143,076	91,105	50,000	50,000	0%
Other State Grants - Cal OES Reimb.	148,757	201,157	-	55,023	-
Other County Grants	191,610	202,758	172,000	65,000	-62%
Total Other Govt. Agencies	\$ 785,617	\$ 932,738	\$ 922,023	\$ 275,523	-70%
Fees and Charges					
Plan Checking Fee	\$ 1,417,075	\$ 812,585	\$ 358,479	\$ 748,247	109%
Zoning/Variance/CUP Fees	189,693	304,804	437,855	437,855	0%
Measure X MM CUP	302,588	20,008	55,016	480,974	774%
Subdivision Map Fees	7,225	30,090	23,750	23,750	0%
Environmental Impact Fees	287,869	31,477	5,000	5,000	0%
Vacation/Abandonment of ROW	450	150	750	750	0%
Source Reduction/Recycling	6,710	36,504	12,000	12,000	0%
Self Haul Per-Project Fee	76,220	66,320	83,500	83,500	0%
Special Policing Fees	548,591	740,665	163,722	400,000	144%
Marijuana HdL Background	25,465	30,071	11,960	75,000	527%
Vehicle Storage/Impound Fees	398,240	338,440	247,500	350,000	41%
Vehicle Code Violation Fee	1,010	630	1,085	1,085	0%
Repo Vehicle Release Fee	3,930	3,330	3,728	3,728	0%
Jail Booking Fees - City	316,925	70,352	27,373	100,000	265%
Police False Alarms	160,552	192,378	50,442	100,000	98%
Fingerprinting	13,624	11,054	23,175	23,175	0%
Fire Inspections	127,780	90,675	31,250	100,000	220%
Ambulance Transportation Program	3,048,986	3,664,032	3,550,000	3,150,000	-11%
Fire False Alarms	2,835	-	1,400	1,400	0%
Accident Cost Recovery	8,867	8,956	10,000	10,000	0%
Fire Plan Check Fees	-	166,132	101,000	101,000	0%
Fire Special Event Fees	-	14,042	32,000	32,000	0%
Park Permits	59,419	28,202	50,000	50,000	0%
Park Improvements	18,131	11,357	7,500	7,500	0%
Recreation - Aquatics	64,491	39,902	63,000	63,000	0%
Recreation - Day Camp	183,528	35,973	183,330	183,330	0%
Recreation - Playgrounds	446,152	297,954	475,000	230,000	-52%
Recreation - Special Events	24,876	29,690	37,800	37,800	0%
Recreation - Early Childhood	130,652	83,789	131,328	131,328	0%
Recreation - Instructional Classes	367,536	212,331	332,500	350,000	5%
Recreation - Basketball	19,411	10,928	15,750	15,750	0%

GENERAL FUND REVENUES AND SOURCES OF FUNDS

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Fund/Account Description	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	% Incr/ (Dec)
Fund 101 - General Fund (continued)					
Recreation - Adult Open Gym	7,015	4,293	6,750	6,750	0%
Recreation - Softball	58,320	27,888	36,000	36,000	0%
Recreation - Adult Sports Futsal	1,888	1,612	1,650	1,650	0%
Recreation - Teen Camp	35,813	(1,892)	34,000	34,000	0%
Senior Center Charges	150	(875)	10,635	10,635	0%
Photocopies	3,178	2,512	3,300	3,300	0%
Document Retention Fees	38,009	92,514	50,000	50,000	0%
Police Reports	27,618	26,587	29,246	29,246	0%
Police Clearance Letters	3,900	3,480	3,958	3,958	0%
Sale - Maps & Publications	309	-	200	200	0%
Sale - Miscellaneous Supplies	475	410	700	700	0%
Internal Service Charges - Central Svcs.	93,162	78,994	303,771	80,000	-74%
Business License Processing Fee	-	31,213	257,736	45,000	-83%
EV Charge Station Fees	-	-	-	2,000	-
Charges for Other Services	52,750	11,565	3,400	12,000	253%
Special Assessments	-	-	1,000	1,000	0%
Total Fees and Charges	\$ 8,876,734	\$ 7,671,756	\$ 7,269,538	\$ 7,624,611	5%

Other Revenues

Reimb. - Const. Permit Insp. Fees	\$ 83,042	\$ 138,815	\$ 50,000	\$ 100,000	100%
Damage to City Property	7,148	23,462	25,000	25,000	0%
Civil Subpoena Costs	13,367	12,433	14,247	14,247	0%
Bus Shelter Maintenance Reimbursement	35,000	35,000	35,000	35,000	0%
Public Notices	27,358	20,665	24,000	24,000	0%
Other Reimbursements	502,102	380,605	150,000	350,000	133%
Nonoperating Income - Other	962,362	1,060,817	556,850	1,464,562	163%
Sale - Other Equipment	-	3	1,000	1,000	0%
Other	107,907	427,175	150,000	150,000	0%
Total Other Revenues	\$ 1,965,854	\$ 2,175,988	\$ 1,056,097	\$ 2,163,809	105%
Total Revenues	\$ 144,928,663	\$ 136,450,019	\$ 126,360,101	\$ 144,622,060	14%

Other Financing Sources

Operating Transfers In	\$ 41,287	\$ 1,150,000	\$ -	\$ 6,561,529	-
Total Other Financing Sources	\$ 41,287	\$ 1,150,000	\$ -	\$ 6,561,529	-
Total Fund 101	\$ 144,969,950	\$ 137,600,019	\$ 126,360,101	\$ 151,183,589	20%

Fund 150 - Disaster Fund

Other Federal Grants	\$ -	\$ 1,059,214	\$ -	\$ -	\$ -
Other County Grants and Programs	-	8,877	-	-	-
Total Revenues	\$ -	\$ 1,068,091	\$ -	\$ -	\$ -
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund 150	\$ -	\$ 1,068,091	\$ -	\$ -	\$ -

SCHEDULE OF INTERFUND TRANSFERS

for the Fiscal Year Ending June 30, 2022

Fund	Transfers In	Transfers Out
General Fund - 101	\$ -	\$ 8,980,936 ^{1,2}
American Rescue Plan - 204		860,649 ^{1,2}
Capital Improvement Fund - 401	7,570,450 ¹	-
IT Replacement Fund - 603	2,271,135 ²	-
Total	<u>\$ 9,841,585</u>	<u>\$ 9,841,585</u>

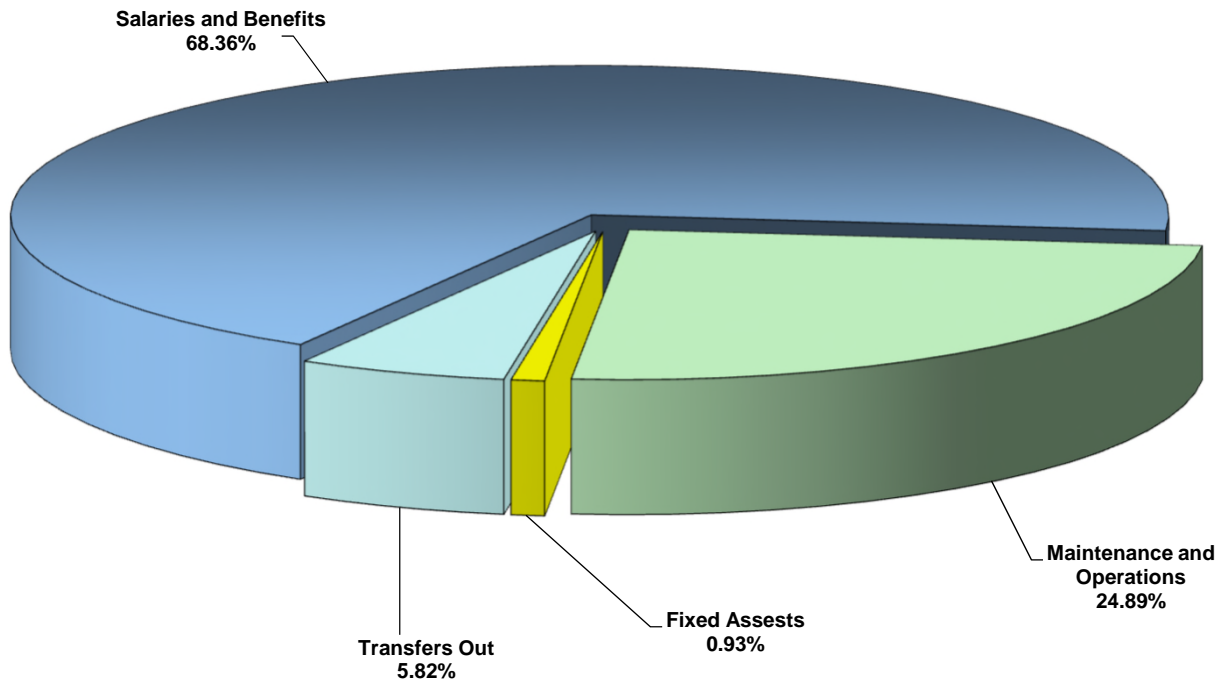
¹ Funding of \$7,570,450 for support of projects in the Capital Improvement Fund.

² Funding of \$2,271,135 for Information Technology Strategic Plan project.

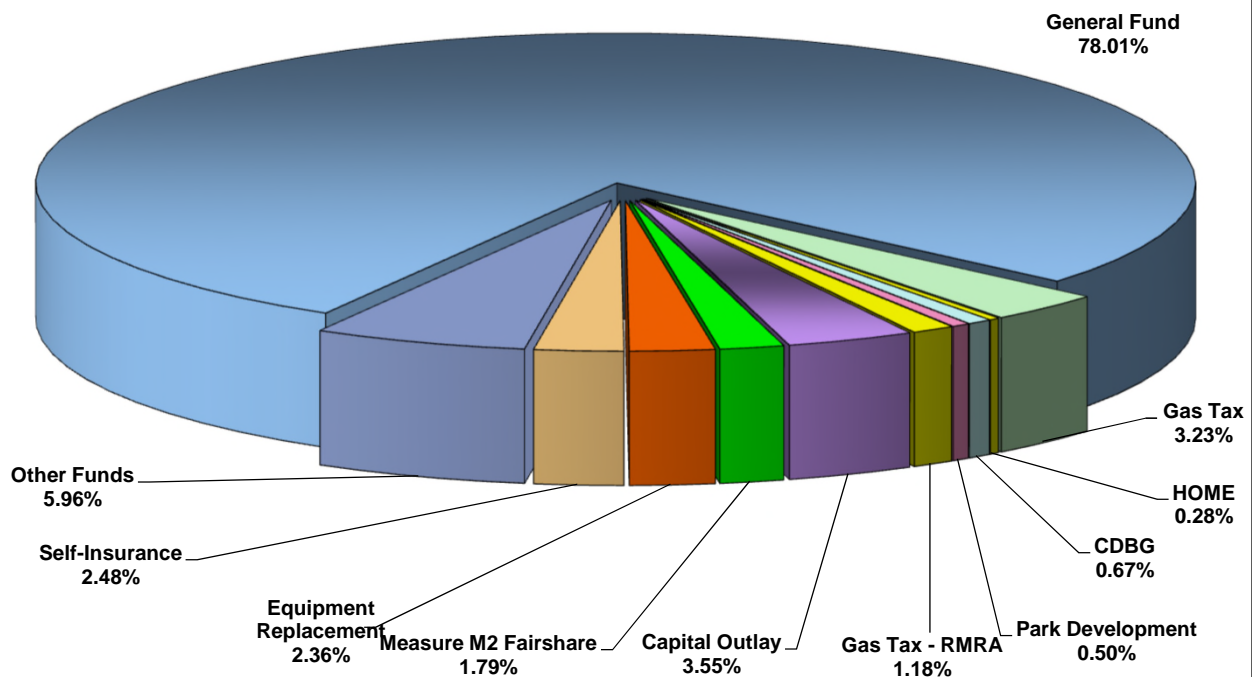
TOTAL APPROPRIATIONS (INCLUDING TRANSFERS)

for the Fiscal Year Ending June 30, 2022

TOTAL APPROPRIATIONS - GENERAL FUND - \$154,402,680



TOTAL APPROPRIATIONS - ALL FUNDS - \$197,930,878 (INCLUDES CAPITAL IMPROVEMENT)



SUMMARY OF APPROPRIATIONS BY DEPARTMENT/BY CATEGORY - ALL FUNDS (EXCLUDES CIP)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Department/Category	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
City Council				
Salaries and Benefits	\$ 563,814	\$ 555,470	\$ 678,874	\$ 728,160
Maintenance and Operations	92,695	146,607	88,875	161,181
Fixed Assets	10,996	496	2,000	2,000
Subtotal City Council	\$ 667,505	\$ 702,573	\$ 769,749	\$ 891,341
City Manager's Office				
Salaries and Benefits	\$ 8,939,911	\$ 9,007,295	\$ 7,931,189	\$ 8,004,591
Maintenance and Operations	11,637,221	3,486,096	4,402,389	4,269,189
Fixed Assets	52,342	23,903	18,700	20,900
Subtotal City Manager's Office	\$ 20,629,475	\$ 12,517,293	\$ 12,352,278	\$ 12,294,680
City Attorney				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	1,170,015	1,482,750	950,000	1,000,000
Fixed Assets	-	-	-	-
Subtotal City Attorney	\$ 1,170,015	\$ 1,482,750	\$ 950,000	\$ 1,000,000
Finance				
Salaries and Benefits	\$ 2,709,934	\$ 2,533,530	\$ 3,317,645	\$ 3,442,488
Maintenance and Operations	588,252	828,603	1,130,430	1,270,430
Fixed Assets	19,163	9,996	37,300	37,300
Subtotal Finance	\$ 3,317,348	\$ 3,372,129	\$ 4,485,375	\$ 4,750,218
Parks and Community Services				
Salaries and Benefits	\$ 4,264,656	\$ 3,907,013	\$ 5,115,880	\$ 5,156,090
Maintenance and Operations	2,326,437	2,490,820	2,690,252	2,699,013
Fixed Assets	20,732	21,973	344,200	3,800
Subtotal Parks and Community Services	\$ 6,611,825	\$ 6,419,806	\$ 8,150,332	\$ 7,858,903
Information Technology				
Salaries and Benefits	\$ 2,016,548	\$ 2,053,079	\$ 2,232,745	\$ 2,929,561
Maintenance and Operations	394,332	524,360	466,381	574,831
Fixed Assets	902,994	964,349	2,876,990	5,857,626
Subtotal Information Technology	\$ 3,313,873	\$ 3,541,789	\$ 5,576,116	\$ 9,362,018
Police Department				
Salaries and Benefits	\$ 43,180,073	\$ 44,577,382	\$ 42,390,411	\$ 44,968,433
Maintenance and Operations	4,523,048	6,755,830	6,325,913	6,837,057
Fixed Assets	129,880	295,216	125,443	114,709
Subtotal Police Department	\$ 47,833,000	\$ 51,628,428	\$ 48,841,767	\$ 51,920,199
Fire and Rescue Department				
Salaries and Benefits	\$ 25,199,245	\$ 24,167,405	\$ 22,678,370	\$ 25,046,091
Maintenance and Operations	3,602,766	4,844,289	5,033,713	5,061,112
Fixed Assets	100,861	9,104	35,000	35,000
Subtotal Fire and Rescue Department	\$ 28,902,872	\$ 29,020,798	\$ 27,747,083	\$ 30,142,203

SUMMARY OF APPROPRIATIONS BY DEPARTMENT/BY CATEGORY - ALL FUNDS (EXCLUDES CIP)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Department/Category	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
Development Services				
Salaries and Benefits	\$ 5,643,967	\$ 5,612,598	\$ 6,174,112	\$ 7,284,098
Maintenance and Operations	1,366,847	1,304,471	1,444,817	1,926,549
Fixed Assets	24,520	14,137	9,200	13,200
Subtotal Development Services	\$ 7,035,334	\$ 6,931,206	\$ 7,628,129	\$ 9,223,847
Public Services				
Salaries and Benefits	\$ 9,067,215	\$ 9,088,417	\$ 10,076,202	\$ 11,159,108
Maintenance and Operations	13,088,642	12,897,959	11,346,683	13,715,283
Fixed Assets	124,805	61,508	402,460	1,197,400
Subtotal Public Services	\$ 22,280,662	\$ 22,047,885	\$ 21,825,345	\$ 26,071,791
Non-Departmental				
Salaries and Benefits	\$ -	\$ -	\$ (1,292,008)	\$ 2,611,000
Maintenance and Operations	3,026,826	7,541,065	8,806,865	7,396,732
Fixed Assets	20,000	-	-	-
Transfers Out	20,094,245	6,677,681	4,099,924	9,841,585
Subtotal Non-Departmental	\$ 23,141,071	\$ 14,218,746	\$ 11,614,781	\$ 19,849,317
TOTAL APPROPRIATIONS - ALL FUNDS				
Salaries and Benefits	\$ 101,585,364	\$ 101,502,189	\$ 99,303,420	\$ 111,329,620
Maintenance and Operations	41,817,080	42,302,850	42,686,318	44,911,377
Fixed Assets	1,406,292	1,400,682	3,851,293	7,281,935
Transfers Out	20,094,245	6,677,681	4,099,924	9,841,585
TOTAL APPROPRIATIONS - ALL FUNDS	\$ 164,902,980	\$ 151,883,403	\$ 149,940,955	\$ 173,364,517

SUMMARY OF APPROPRIATIONS BY FUND

Fund	FY 19/20 Actuals	FY 20/21 Adopted	FY 21/22 Proposed	% Incr / (Decr)
GENERAL FUND				
General Fund - 101	\$ 137,426,066	\$ 136,637,271	\$ 154,402,680	12%
SPECIAL REVENUE FUNDS				
Arts Cultural Master Plan - 130			\$ 194,401	100%
Gas Tax Fund - 201	\$ 1,912,674	\$ 2,705,001	\$ 6,398,427	58%
AQMD Fund - 203	184,748	130,356	345,000	62%
American Rescue Plan Fund - 204			860,649	100%
HOME Fund - 205		580,820	551,298	-5%
CDBG Fund - 207		1,366,887	1,327,226	-3%
SLESF Fund - 213		245,013	277,372	12%
Rental Rehabilitation Program Fund - 216			80,000	100%
Narcotics & Seizure Fund - 217				
Office of Traffic Safety - 220				
Grants - State - 231		262,722	577,333	54%
RMRA Gas Tax Fund - 251	377,558	2,134,145	2,336,177	9%
CAPITAL PROJECTS FUNDS				
Park Development Fees Fund - 208		\$ 985,600	\$ 981,000	0%
Drainage Fund - 209	194,127	550,000	575,000	4%
Traffic Impact Fees Fund - 214	295,544	481,000	1,293,000	63%
Fire System Devel Fund - 218				
Capital Improvement Fund - 401	7,318,463	5,550,336	7,017,306	21%
Vehicle Parking District 1 - 409				
Vehicle Parking District 2 - 410				
Golf Course Improvement Fund - 413	45,142	275,000	265,000	-4%
Measure "M2" Regional Fund - 415	684,807	74,500	1,773,000	96%
Measure "M2" Fairshare Fund - 416	1,932,955	2,479,937	3,537,065	30%
Jack Hammett SC Capital Improvement Fund - 417			663,000	100%
Lions Park Project 2017 Bond Fund - 418	816,101			
INTERNAL SERVICE FUNDS				
Equipment Replacement Fund - 601	\$ 3,196,452	\$ 2,604,000	\$ 4,680,281	44%
Self-Insurance Fund - 602	4,135,919	4,871,689	4,908,965	1%
IT Replacement Fund - 603	135,774	1,861,924	4,886,698	62%
GRAND TOTAL	\$ 158,656,330	\$ 163,796,201	\$ 197,930,878	17%

SUMMARY OF APPROPRIATIONS BY DEPARTMENT/BY FUND- ALL FUNDS (INCLUDES CIP)

for the Fiscal Year Ending June 30, 2022

Fund	City Council	City Manager	City Attorney	Finance	Parks and Comm. Svcs.
GENERAL FUND					
General Fund - 101	\$ 891,341	\$ 7,385,715	\$ 1,000,000	\$ 4,750,218	\$ 7,664,502
SPECIAL REVENUE FUNDS					
Arts Cultural Master Plan - 130	-	-	-	-	194,401
Gas Tax Fund - 201	-	-	-	-	-
AQMD Fund - 203	-	-	-	-	-
American Rescue Plan Fund - 204	-	-	-	-	-
HOME Fund - 205	-	-	-	-	-
CDBG Fund - 207	-	-	-	-	-
SLESF Fund - 213	-	-	-	-	-
Rental Rehabilitation Program Fund - 216	-	-	-	-	-
Narcotics & Seizure Fund - 217	-	-	-	-	-
Office of Traffic Safety - 220	-	-	-	-	-
Grants - State - 231	-	-	-	-	-
RMRA Gas Tax Fund - 251	-	-	-	-	-
CAPITAL PROJECTS FUNDS					
Park Development Fees Fund - 208	-	-	-	-	-
Drainage Fund - 209	-	-	-	-	-
Traffic Impact Fees Fund - 214	-	-	-	-	-
Fire System Devel Fund - 218	-	-	-	-	-
Capital Improvement Fund - 401	-	-	-	-	-
Vehicle Parking District 1 - 409	-	-	-	-	-
Vehicle Parking District 2 - 410	-	-	-	-	-
Golf Course Improvement Fund - 413	-	-	-	-	-
Measure "M2" Regional Fund - 415	-	-	-	-	-
Measure "M2" Fairshare Fund - 416	-	-	-	-	-
Jack Hammett SC Capital Improvement Fund - 417	-	-	-	-	-
Lions Park Project 2017 Bond Fund - 418	-	-	-	-	-
INTERNAL SERVICE FUNDS					
Equipment Replacement Fund - 601	-	-	-	-	-
Self-Insurance Fund - 602	-	4,908,965	-	-	-
IT Replacement Fund - 603	-	-	-	-	-
GRAND TOTAL	\$ 891,341	\$ 12,294,680	\$ 1,000,000	\$ 4,750,218	\$ 7,858,903

SUMMARY OF APPROPRIATIONS BY DEPARTMENT/BY FUND - ALL FUNDS (INCLUDES CIP)

for the Fiscal Year Ending June 30, 2022

Information Technology	Police	Fire and Rescue	Development Services	Public Services	Non- Departmental	Capital Improv. Prog.	Total
\$ 4,523,856	\$ 51,313,014	\$ 30,142,203	\$ 7,782,564	\$ 19,960,600	\$ 18,988,668	\$ -	\$ 154,402,680
-	-	-	-	-	-	-	194,401
-	-	-	-	765,909	-	5,632,518	6,398,427
-	-	-	-	-	-	345,000	345,000
-	-	-	-	-	860,649	-	860,649
-	-	-	551,298	-	-	-	551,298
-	-	-	761,449	-	-	565,777	1,327,226
-	277,372	-	-	-	-	-	277,372
-	-	-	80,000	-	-	-	80,000
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	329,813	-	-	-	-	247,520	577,333
-	-	-	-	-	-	2,336,177	2,336,177
-	-	-	-	-	-	981,000	981,000
-	-	-	-	-	-	575,000	575,000
-	-	-	-	-	-	1,293,000	1,293,000
-	-	-	-	-	-	-	-
-	-	-	-	-	-	7,017,306	7,017,306
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	265,000	-	-	265,000
-	-	-	-	-	-	1,773,000	1,773,000
-	-	-	-	400,001	-	3,137,064	3,537,065
-	-	-	-	-	-	663,000	663,000
-	-	-	-	-	-	-	-
-	-	-	-	4,680,281	-	-	4,680,281
-	-	-	-	-	-	-	4,908,965
4,838,162	-	-	48,536	-	-	-	4,886,698
\$ 9,362,018	\$ 51,920,199	\$ 30,142,203	\$ 9,223,847	\$ 26,071,791	\$ 19,849,317	\$ 24,566,362	\$ 197,930,878



SUMMARY OF APPROPRIATIONS BY ACCOUNT - ALL FUNDS (EXCLUDES CIP)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Account Description	Account Number	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
Salaries and Benefits					
Regular Salaries - Sworn	501100	\$ 23,832,611	\$ 23,210,093	\$ 24,665,230	\$ 25,817,387
Regular Salaries - Non Sworn	501200	19,448,600	20,229,551	23,965,261	26,386,702
Regular Salaries - Part time	501300	5,119,200	4,791,349	5,304,201	4,914,403
Overtime	501400	7,976,139	7,191,572	3,854,557	4,036,524
Accrual Payoff - Excess Maximum	501500	529,009	530,663	186,128	191,128
Vacation/Comp. Time Cash Out	501600	387,828	419,182	293,980	303,980
Holiday Allowance	501700	763,503	912,513	784,537	757,707
Separation Pay-Off	501800	249,517	431,488	145,775	145,776
Other Compensation	501900	2,486,465	2,559,113	3,270,973	2,906,503
Vacancy Attrition	501000	-	-	(5,842,430)	(4,019,104)
Furloughs	502200	-	-	(3,036,369)	-
Cafeteria Plan	505100	7,339,529	9,190,101	10,790,353	11,648,637
Medicare	505200	906,731	920,291	835,519	874,264
Retirement	505300	24,905,948	26,840,261	31,628,243	32,471,231
Longevity	505400	2,768	3,412	3,600	3,600
Executive Professional Development ⁽¹⁾	505500	735,374	66,793	77,495	87,615
Auto Allowance	505600	45,415	39,163	49,200	56,100
Unemployment ⁽²⁾	505800	107,426	10,057	80,020	80,020
Workers' Compensation ⁽²⁾	505900	4,902,782	2,328,091	2,247,147	2,207,147
Employer Contr. Retirees' Medical	506100	1,846,589	1,828,496	2,460,000	2,460,000
Subtotal Salaries and Benefits		\$ 101,585,433	\$ 101,502,189	\$ 101,763,420	\$ 111,329,620
Maintenance and Operations					
Stationery and Office	510100	\$ 249,357	\$ 170,786	\$ 174,400	\$ 212,850
Multi-Media, Promotions and Subs.	510200	558,397	412,430	321,689	583,289
Small Tools and Equipment	510300	375,259	141,043	253,413	269,557
Uniform and Clothing	510400	410,802	315,179	359,700	381,660
Safety and Health	510500	535,858	405,625	511,930	528,480
Maintenance and Construction	510600	758,096	585,619	897,850	894,350
Agriculture	510700	92,011	77,154	97,000	97,000
Fuel	510800	570,741	529,632	501,400	501,400
Electricity - Buildings and Fac.	515100	544,291	554,495	604,550	578,820
Electricity - Power	515200	244,007	230,387	281,800	281,800
Electricity - Street Lights	515300	976,105	1,066,403	1,000,000	1,000,000
Gas	515400	54,214	57,759	45,400	45,400
Water - Domestic	515500	65,205	79,446	75,100	75,100
Water - Parks and Parkways	515600	617,773	773,895	785,000	859,100
Waste Disposal	515700	126,899	148,021	162,800	162,400
Janitorial and Housekeeping	515800	449,185	448,812	483,613	497,233
Postage	520100	112,355	3,445	864	442
Legal Advertising/Filing Fees	520200	239,078	239,196	252,100	240,332
Advertising and Public Info.	520300	8,106	13,728	16,850	16,850
Telephone/Radio/Communications	520400	582,697	823,593	765,200	816,400
Business Meetings	520500	63,708	38,671	42,080	49,280
Mileage Reimbursement	520600	3,590	1,100	3,300	3,300
Dues and Membership	520700	32,393	147,133	40,525	200,992
Board Member Fees	520800	31,000	37,800	41,300	49,700
Professional Development ⁽¹⁾	520900	-	261,017	490,288	544,869

SUMMARY OF APPROPRIATIONS BY ACCOUNT - ALL FUNDS (EXCLUDES CIP)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Account Description	Account Number	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
Maintenance and Operations (continued)					
Buildings and Structures	525100	328,899	189,036	268,500	268,500
Landscaping and Sprinklers	525200	2,983,595	3,160,951	2,842,500	3,230,500
Automotive Equipment	525400	257,343	211,096	250,000	250,000
Office Furniture	525600	95	583	1,500	2,000
Office Equipment	525700	32,786	53,198	29,600	44,200
Other Equipment	525800	842,851	799,113	777,300	926,750
Streets, Alleys and Sidewalks	525900	973,954	974,745	507,200	1,007,200
Employment	530100	150,123	276,944	26,000	26,000
Consulting	530200	4,789,899	3,521,057	4,051,164	4,118,434
Legal	530300	426,577	3,306,286	2,844,721	2,776,420
Engineering and Architectural	530400	344,045	409,095	386,994	636,962
Financial and Information Services	530500	498,135	517,175	1,028,749	1,078,750
Medical and Health Inspection	530600	151,955	127,366	151,600	192,100
Public Safety	530700	2,238,306	2,397,054	2,532,100	2,513,300
Recreation	530800	486,988	295,010	382,442	515,330
Sanitation	530900	140	530	800	1,200
Principal Payments	535100	1,610,261	1,610,000	2,375,000	2,450,000
Interest Payments	535200	1,263,185	1,203,487	1,155,360	1,067,905
External Rent	535400	994,995	593,143	690,598	846,198
Grants, Loans and Subsidies	535500	329,993	2,780,309	685,108	739,099
Depreciation	535600	1,052,361	1,279,617	-	1,350,000
Internal Rent - Central Services	535800	177,091	87,733	99,776	99,722
Internal Rent - Postage	535900	-	92,277	110,400	111,334
Internal Rent - Maint. Charges	536100	1,517,099	884,754	884,754	884,887
Internal Rent - Replacement Costs	536200	661,023	1,142,860	1,217,816	1,217,816
Internal Rent - IT Replacement	536300	250,000	-	-	-
Internal Rent - Fuel	536400	-	540,095	501,400	501,400
Internal Rent - General Liability	536500	-	2,245,724	2,072,426	2,072,221
Internal Rent - Workers Comp ⁽²⁾	536600	-	2,946,822	2,690,018	2,689,915
Internal Rent - Unemployment ⁽²⁾	536700	-	79,972	80,212	80,180
General Liability	540100	7,566,828	1,041,280	1,625,875	1,625,875
Special Liability	540200	-	-	9,400	9,400
Buildings and Personal Property	540500	-	-	225,200	225,200
Taxes and Assessments	540700	162,142	180,251	196,200	196,200
Contingency	540800	3,943,056	203,265	138,302	550,000
Other Costs	540900	835	311	1,179,151	1,715,775
Assistance	545300	41,634	-	-	-
Acquisition Costs	545500	36,588	13,376	-	-
Emergency Protective Measure	580200	-	1,575,969	-	-
Subtotal Maintenance and Operations		\$ 41,813,907	\$ 42,302,850	\$ 40,226,318	\$ 44,911,377

SUMMARY OF APPROPRIATIONS BY ACCOUNT - ALL FUNDS (EXCLUDES CIP)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

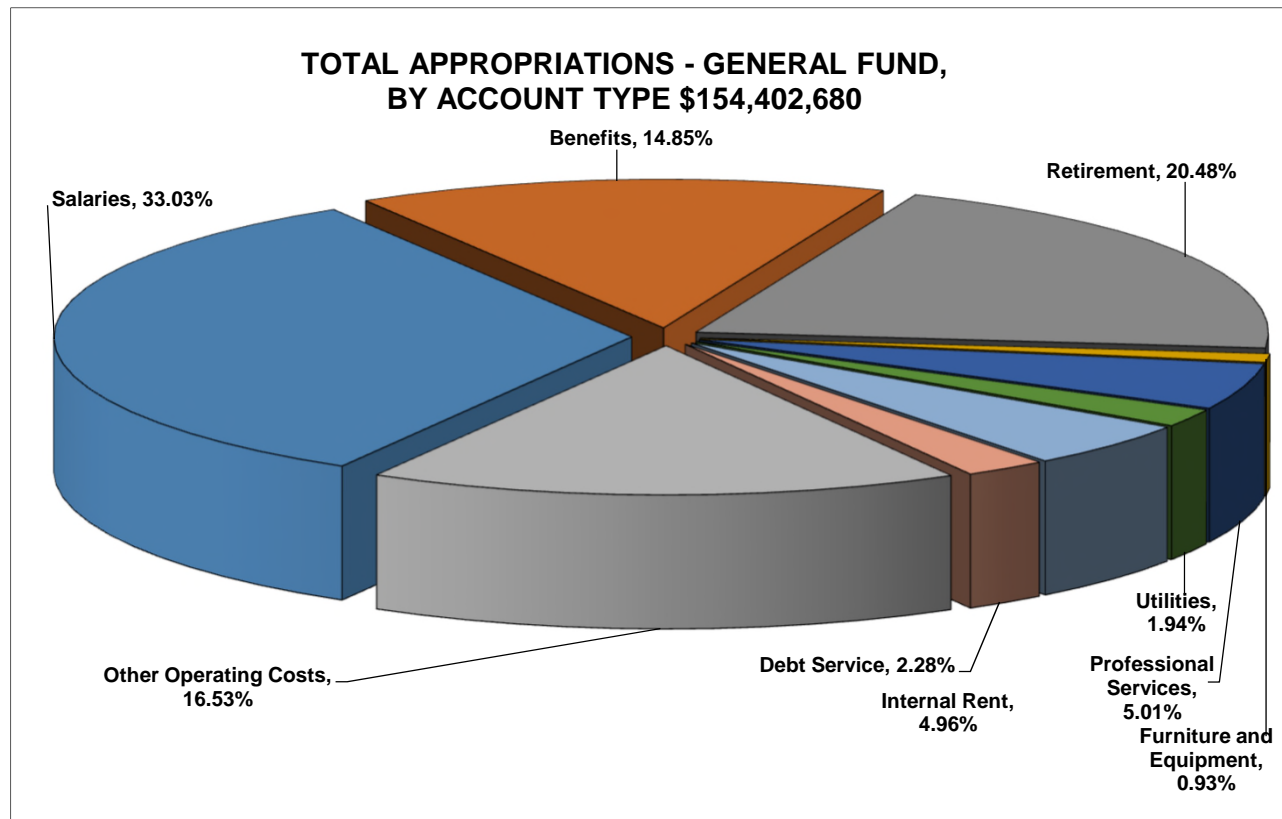
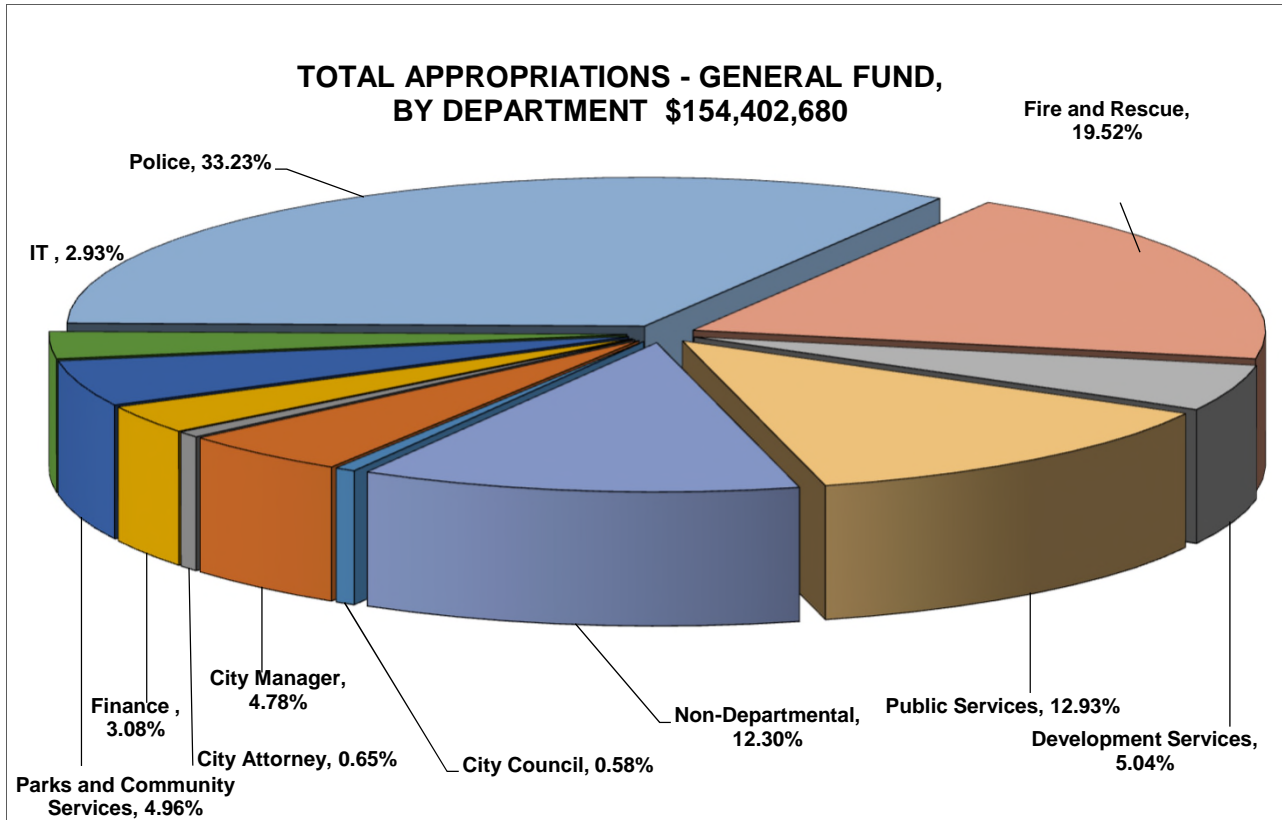
Account Description	Account Number	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
Fixed Assets					
Buildings and Structures	590400	\$ 20,000	\$ -	\$ -	\$ -
Automotive Equipment	590500	30,806	1,510	394,560	1,189,500
Office Furniture	590600	42,119	9,363	2,900	16,900
Office Equipment	590700	12,198	6,960	-	-
Other Equipment	590800	1,234,448	1,348,944	3,453,833	6,075,535
Loss on Disposal of Assets	599100	69,825	33,905	-	-
Subtotal Fixed Assets		\$ 1,409,395	\$ 1,400,682	\$ 3,851,293	\$ 7,281,935
Transfers Out					
Transfers Out	595100	\$ 20,094,245	\$ 6,677,681	\$ 4,099,924	9,841,585
Subtotal Transfers Out		\$ 20,094,245	\$ 6,677,681	\$ 4,099,924	\$ 9,841,585
TOTAL APPROPRIATIONS - ALL FUNDS		\$ 164,902,980	\$ 151,883,403	\$ 149,940,955	\$ 173,364,517

⁽¹⁾ In FY 2019-20, the City changed the budgeting methodology for professional development. Only executive professional development included in the employee MOUs is included in this account. Other professional development such as training, licenses and certificates are accounted for under maintenance and operations.

⁽²⁾ In FY 2019-20, the City corrected the budgeting method for billing internal charges. The prior years have not been adjusted to ensure consistency with the audited financial statements.

TOTAL APPROPRIATIONS - GENERAL FUND (INCLUDING TRANSFERS)

for the Fiscal Year Ending June 30, 2022



SUMMARY OF APPROPRIATIONS BY ACCOUNT - GENERAL FUND ONLY

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Account Description	Account Number	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
Salaries and Benefits					
Regular Salaries - Sworn	501100	\$ 23,157,490	\$ 23,006,629	\$ 24,523,647	\$ 25,672,446
Regular Salaries - Non Sworn	501200	18,544,135	18,301,887	22,354,248	24,611,703
Regular Salaries - Part time	501300	5,014,563	4,385,061	5,234,920	4,733,435
Overtime	501400	7,711,156	6,731,151	3,828,632	3,957,348
Accrual Payoff - Excess Maximum	501500	513,040	525,746	186,128	186,128
Vacation/Comp. Time Cash Out	501600	377,567	414,427	292,980	302,980
Holiday Allowance	501700	745,091	907,540	781,937	755,107
Separation Pay-Off	501800	230,709	429,726	145,375	145,376
Other Compensation	501900	2,394,596	2,538,032	3,248,273	2,885,269
Vacancy Attrition	501000	-	-	(5,842,430)	(4,019,104)
Furloughs	502200	-	-	(3,036,369)	-
Cafeteria Plan	505100	7,108,344	8,781,834	10,428,402	11,253,029
Medicare	505200	877,837	876,510	809,123	843,843
Retirement	505300	24,212,220	26,251,816	30,805,190	31,614,526
Longevity	505400	2,768	3,412	3,600	3,600
Executive Professional Development ⁽¹⁾	505500	733,392	66,465	77,115	87,235
Auto Allowance	505600	45,415	39,163	49,200	56,100
Unemployment ⁽²⁾	505800	84,487	-	-	-
Workers' Compensation ⁽²⁾	505900	3,299,992	-	-	-
Employer Contr. Retirees' Med.	506100	1,846,589	1,828,496	2,460,000	2,460,000
Subtotal Salaries and Benefits		\$ 96,899,391	\$ 95,087,897	\$ 96,349,971	\$ 105,549,021
Maintenance and Operations					
Stationery and Office	510100	\$ 244,779	\$ 169,573	\$ 170,900	\$ 203,850
Multi-Media, Promotions and Subs	510200	556,897	410,401	319,889	565,989
Small Tools and Equipment	510300	345,922	136,653	239,316	252,116
Uniform and Clothing	510400	409,627	309,704	355,700	377,660
Safety and Health	510500	535,290	405,625	511,430	527,980
Maintenance & Construction	510600	448,700	304,632	322,850	329,350
Agriculture	510700	92,011	77,154	97,000	97,000
Electricity - Buildings & Fac.	515100	544,291	554,495	604,550	578,820
Electricity - Power	515200	244,007	230,387	281,800	281,800
Electricity - Street Lights	515300	976,105	1,066,403	1,000,000	1,000,000
Gas	515400	54,214	57,759	45,400	45,400
Water - Domestic	515500	65,205	79,446	75,100	75,100
Water - Parks and Parkways	515600	617,773	773,895	785,000	859,100
Waste Disposal	515700	126,032	147,270	161,800	161,400
Janitorial and Housekeeping	515800	449,185	444,656	481,713	495,333
Postage	520100	111,654	3,383	-	-
Legal Advertising/Filing Fees	520200	230,048	237,964	235,100	236,600
Advertising and Public Info.	520300	8,106	13,121	14,300	14,300
Telephone/Radio/Communications	520400	582,697	823,593	765,200	816,400
Business Meetings	520500	63,708	38,671	41,380	48,580
Mileage Reimbursement	520600	3,590	1,100	3,300	3,300
Dues and Membership	520700	32,393	147,133	40,525	198,992
Board Member Fees	520800	31,000	37,800	41,300	41,300

SUMMARY OF APPROPRIATIONS BY ACCOUNT - GENERAL FUND ONLY

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Account Description	Account Number	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
Maintenance and Operations (continued)					
Professional Development ⁽¹⁾	520900	-	254,286	485,188	539,769
Buildings and Structures	525100	259,843	130,389	202,500	202,500
Landscaping and Sprinklers	525200	2,983,595	3,150,341	2,842,500	3,230,500
Automotive Equipment	525400	658	446	-	-
Office Furniture	525600	95	583	1,500	2,000
Office Equipment	525700	32,773	53,094	29,400	44,000
Other Equipment	525800	832,959	792,089	768,300	917,750
Streets, Alleys and Sidewalks	525900	973,954	974,745	507,200	1,007,200
Employment	530100	134,202	276,944	26,000	26,000
Consulting	530200	4,428,065	2,583,785	2,950,980	3,289,863
Legal	530300	415,218	3,306,286	2,805,600	2,768,300
Engineering and Architectural	530400	290,224	375,079	318,930	568,898
Financial and Information Services	530500	498,135	517,175	1,028,749	1,078,750
Medical and Health Inspection	530600	151,955	127,366	151,600	192,100
Public Safety	530700	2,191,438	2,397,054	2,532,100	2,513,300
Recreation	530800	486,988	295,010	382,442	495,330
Sanitation	530900	140	530	800	1,200
Principal Payments	535100	1,610,261	1,610,000	2,375,000	2,450,000
Interest Payments	535200	1,253,450	1,203,487	1,155,360	1,067,905
External Rent	535400	994,995	593,143	690,598	846,198
Grants, Loans and Subsidies	535500	11,231	2,438,845	23,000	23,000
Internal Rent - Central Services	535800	177,002	87,706	99,722	99,722
Internal Rent - Postage	535900	-	92,159	110,296	110,792
Internal Rent - Maint. Charges	536100	1,509,905	884,300	884,300	884,300
Internal Rent - Fleet	536200	654,769	1,142,301	1,217,256	1,217,256
Internal Rent - IT Replacement	536300	250,000	-	-	-
Internal Rent - Fuel	536400	-	540,095	501,400	501,400
Internal Rent - General Liability	536500	-	2,240,855	2,069,259	2,069,259
Internal Rent - Workers Comp ⁽²⁾	536600	-	2,945,345	2,688,443	2,688,442
Internal Rent - Unemployment ⁽²⁾	536700	-	79,165	79,685	79,687
General Liability	540100	2,525,332	-	-	-
Taxes and Assessments	540700	91,796	91,729	96,200	96,200
Contingency	540800	-	-	138,302	500,000
Other Costs	540900	835	311	1,178,803	1,715,427
Assistance	545300	41,634	-	-	-
Acquisition Costs	545500	36,588	13,376	-	-
Subtotal Maintenance and Operations		\$ 29,611,274	\$ 35,668,836	\$ 34,934,966	\$ 38,437,418
Fixed Assets					
Buildings and Structures	590400	\$ 20,000	\$ -	\$ -	\$ -
Office Furniture	590600	39,015	9,363	2,900	16,900
Office Equipment	590700	12,198	6,960	-	-
Other Equipment	590800	890,319	1,247,869	1,249,509	1,418,406
Subtotal Fixed Assets		\$ 961,531	\$ 1,264,192	\$ 1,252,409	\$ 1,435,306

SUMMARY OF APPROPRIATIONS BY ACCOUNT - GENERAL FUND ONLY

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Account Description	Account Number	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
Transfers Out					
Transfers Out	595100	\$ 20,049,115	\$ 5,405,141	\$ 4,099,924	\$ 8,980,936
Subtotal Transfers Out		\$ 20,049,115	\$ 5,405,141	\$ 4,099,924	\$ 8,980,936
TOTAL APPROPRIATIONS - GENERAL FUND		\$ 147,521,312	\$ 137,426,066	\$ 136,637,270	\$ 154,402,680

⁽¹⁾ In Fiscal Year 2019-20, the City changed the budgeting methodology for professional development. Only executive professional development included in the employee MOUs is included in this account. Other professional development such as training, licenses and certificates are accounted for under maintenance and operations.

⁽²⁾ In Fiscal Year 2019-20, the City corrected the budgeting method for billing internal charges. The prior years have not been adjusted to ensure consistency with the audited financial statements.

FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

	FY 18-19 Adopted	FY 19-20 Adopted	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed
CITY COUNCIL					
Council Member	7.00	7.00	7.00	7.00	7.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst//Chief of Staff	-	1.00	1.00	1.00	1.00
Management Analyst	-	-	-	1.00	1.00
Total City Council	8.00	9.00	9.00	10.00	10.00
CITY MANAGER'S OFFICE					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00	-
Assistant to the City Manager	-	1.00	1.00	1.00	1.00
Central Services Supervisor	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Community Outreach Worker	2.00	-	-	-	-
Deputy City Clerk	2.00	2.00	2.00	2.00	2.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Graphics Designer	1.00	1.00	1.00	1.00	1.00
Human Resources Administrator	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	2.00	3.00	4.00	4.00	3.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Office Specialist II	1.00	1.00	1.00	1.00	-
Human Resources Secretary	-	-	-	-	1.00
Human Resources Technician	-	-	-	-	1.00
Management Analyst	1.00	-	1.00	2.00	3.00
Neighborhood Improvement Manager	1.00	-	-	-	-
Office Specialist II	-	-	-	-	1.00
Principal Human Resources Analyst	2.00	2.00	2.00	2.00	2.00
Public Affairs Manager	3.00	2.00	2.00	2.00	2.00
Senior Management Analyst	-	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	-	-	-	-
Video Production Coordinator	1.00	1.00	1.00	1.00	1.00
Video Production Specialist	1.00	1.00	1.00	1.00	1.00
Website Coordinator	1.00	1.00	1.00	1.00	1.00
Total City Manager's Office	28.00	25.00	27.00	28.00	30.00

FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

	FY 18-19 Adopted	FY 19-20 Adopted	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	2.00	2.00	1.00	1.00
Accounting Specialist I	1.00	1.00	1.00	1.00	1.00
Accounting Specialist II	3.00	3.00	3.00	3.00	3.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Budget and Purchasing Manager	-	-	1.00	1.00	1.00
Budget Analyst	1.00	2.00	2.00	2.00	2.00
Budget Specialist	1.00	-	-	-	-
Buyer	2.00	3.00	3.00	3.00	3.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Financial Analyst	-	-	1.00	1.00	1.00
Management Analyst	1.00	1.00	-	-	-
Payroll Coordinator	1.00	1.00	1.00	1.00	1.00
Payroll Supervisor	-	-	-	1.00	1.00
Permit Processing Specialist	1.00	1.00	1.00	2.00	2.00
Purchasing Supervisor	1.00	1.00	1.00	1.00	1.00
Revenue Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	-	-	1.00	1.00	1.00
Tax Auditing Specialist	1.00	-	-	-	-
Treasury Specialist	1.00	1.00	-	-	-
Total Finance Department	20.00	21.00	22.00	23.00	23.00
PARKS AND COMMUNITY SERVICES DEPARTMENT					
Parks and Community Services Director	1.00	1.00	1.00	1.00	1.00
Arts Specialist	-	-	-	-	1.00
Assistant Recreation Supervisor	4.00	3.00	3.00	3.00	3.00
Community Outreach Worker	-	2.00	2.00	2.00	2.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Fairview Park Administrator	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	-	-	-	-	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Neighborhood Improvement Manager	-	1.00	1.00	1.00	1.00
Office Specialist II	-	1.00	1.00	1.00	1.00
Recreation Coordinator	2.00	4.00	4.00	4.00	4.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	2.00	2.00	2.00	2.00
Senior Code Enforcement Officer	-	1.00	1.00	1.00	1.00
Total Parks and Community Svcs Department	12.00	19.00	19.00	19.00	21.00

FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

	FY 18-19 Adopted	FY 19-20 Adopted	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed
INFORMATION TECHNOLOGY DEPARTMENT					
Information Technology Director	1.00	1.00	1.00	1.00	1.00
Information Technology Manager	-	-	1.00	1.00	1.00
Computer Operations & Networking Sup.	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Network Administrator	3.00	3.00	5.00	5.00	6.00
Programmer Analyst II	-	1.00	2.00	2.00	3.00
Senior Programmer Analyst	3.00	3.00	3.00	3.00	3.00
Systems & Programming Supervisor	1.00	1.00	1.00	1.00	1.00
Total Information Technology Department	10.00	11.00	15.00	15.00	17.00
POLICE DEPARTMENT					
Police Chief	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00	2.00
Civilian Investigator	1.00	1.00	1.00	1.00	1.00
Communications Installer	1.00	1.00	1.00	1.00	1.00
Communications Officer	17.00	11.00	11.00	11.00	11.00
Communications Supervisor	4.00	4.00	4.00	4.00	4.00
Community Services Specialist	6.00	6.00	6.00	6.00	6.00
Court Liaison	1.00	1.00	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00	1.00	1.00
Crime Prevention Specialist	-	-	-	-	1.00
Crime Scene Investigation Supervisor	1.00	1.00	1.00	1.00	1.00
Crime Scene Specialist	3.00	3.00	3.00	3.00	3.00
Electronics Technician	1.00	1.00	1.00	1.00	1.00
Emergency Services Administrator	1.00	1.00	1.00	1.00	1.00
Executive Secretary	2.00	2.00	2.00	2.00	2.00
Management Analyst	-	-	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00	1.00
Park Ranger	6.00	6.00	6.00	6.00	6.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Lieutenant	6.00	6.00	6.00	7.00	7.00
Police Officer	102.00	102.00	102.00	105.00	105.00
Police Records Administrator	1.00	1.00	1.00	1.00	1.00
Police Records Bureau Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Shift Supervisor	3.00	3.00	3.00	3.00	3.00
Police Sergeant	23.00	23.00	23.00	21.00	21.00
Police Training Assistant	1.00	1.00	1.00	1.00	1.00
Property Evidence Specialist	1.00	1.00	1.00	1.00	1.00
Property Evidence Supervisor	1.00	1.00	1.00	1.00	1.00

FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

	FY 18-19 Adopted	FY 19-20 Adopted	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed
POLICE DEPARTMENT (CONTINUED)					
Public Affairs Manager	1.00	1.00	1.00	1.00	1.00
Range Master	1.00	1.00	1.00	1.00	1.00
Senior Communications Officer	-	6.00	6.00	6.00	6.00
Senior Communications Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Police Officer	2.00	2.00	2.00	2.00	2.00
Senior Police Records Technician	16.00	16.00	16.00	16.00	16.00
Total Police Department	212.00	212.00	213.00	215.00	216.00

FIRE AND RESCUE DEPARTMENT					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Assistant Fire Marshal	1.00	-	-	-	-
Fire Marshal	-	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Division Chief - Administration	1.00	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Emergency Medical Services Coordinator	-	-	-	-	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Fire Captain	18.00	18.00	18.00	18.00	18.00
Fire Captain - Administration	1.00	1.00	1.00	1.00	1.00
Fire Engineer	18.00	18.00	18.00	18.00	18.00
Fire Protection Specialist	2.00	2.00	2.00	3.00	5.00
Firefighter	42.00	42.00	42.00	42.00	42.00
Management Analyst	1.00	1.00	1.00	-	-
Office Specialist II	-	-	-	1.00	1.00
Senior Management Analyst	-	-	-	1.00	1.00
Total Fire Department	90.00	90.00	90.00	92.00	95.00

DEVELOPMENT SERVICES DEPARTMENT					
Economic & Development Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Assistant Development Services Director	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	2.00	2.00	3.00	4.00
Associate Planner	3.00	3.00	3.00	3.00	3.00
Building/Combination Bldg. Inspector	5.00	5.00	5.00	4.00	4.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Technician II	2.00	2.00	2.00	2.00	3.00
Chief of Inspection	1.00	1.00	1.00	1.00	1.00
Chief Plans Examiner	1.00	1.00	1.00	1.00	1.00

FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

	FY 18-19 Adopted	FY 19-20 Adopted	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed
DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)					
Code Enforcement Officer	6.00	5.00	7.00	9.00	9.00
Community Improvement Manager	1.00	1.00	1.00	1.00	1.00
Economic Development Administrator	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Grant Administrator	-	-	-	1.00	1.00
Management Analyst	3.00	2.00	2.00	2.00	2.00
Office Specialist II	1.00	1.00	1.00	-	-
Permit Processing Specialist	1.00	2.00	2.00	2.00	2.00
Plan Checker	1.00	1.00	1.00	1.00	2.00
Plan Check Engineer	-	1.00	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Senior Combination Inspector	-	-	-	1.00	1.00
Senior Management Analyst	-	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Zoning Administrator	1.00	1.00	1.00	1.00	1.00
Total Development Services Department	36.00	38.00	40.00	43.00	46.00

PUBLIC SERVICES DEPARTMENT

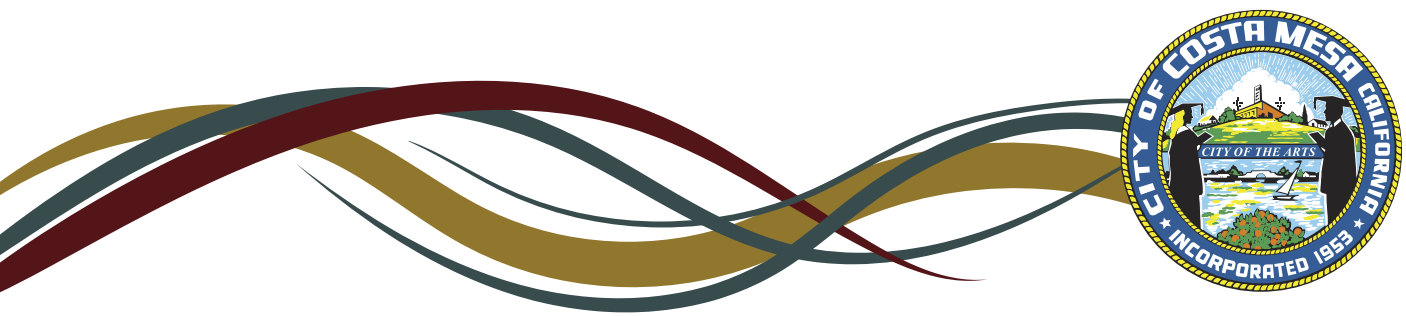
Public Services Director	1.00	1.00	1.00	1.00	1.00
Active Transportation Coordinator	-	-	-	-	1.00
Administrative Secretary	3.00	3.00	3.00	3.00	3.00
Assistant Engineer	5.00	4.00	4.00	4.00	4.00
Associate Engineer	3.00	4.00	4.00	4.00	5.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Construction Inspector	3.00	3.00	3.00	3.00	3.00
Contract Administrator	1.00	1.00	1.00	1.00	1.00
Energy and Sustainability Service Manager	-	1.00	1.00	1.00	1.00
Engineering Technician II	-	-	-	-	1.00
Engineering Technician III	4.00	5.00	5.00	5.00	5.00
Equipment Mechanic II	2.00	2.00	2.00	2.00	2.00
Equipment Mechanic III	2.00	2.00	2.00	2.00	2.00
Executive Secretary	2.00	2.00	2.00	2.00	1.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00	2.00
Lead Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Lead Equipment Mechanic	-	1.00	1.00	1.00	1.00
Maintenance Assistant	-	-	-	-	1.00
Maintenance Services Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Superintendent	3.00	3.00	3.00	3.00	3.00
Maintenance Supervisor	5.00	5.00	5.00	5.00	5.00

FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

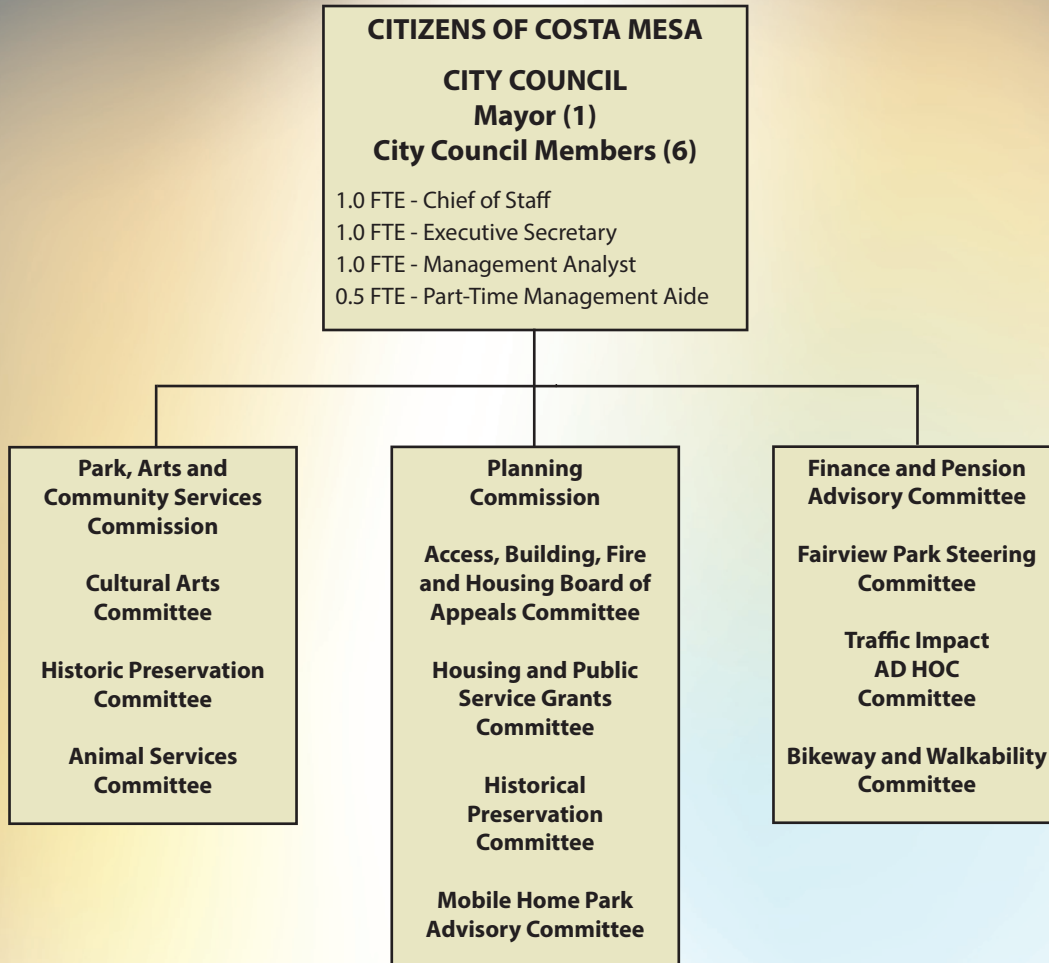
From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

	FY 18-19 Adopted	FY 19-20 Adopted	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed
PUBLIC SERVICES DEPARTMENT (CONTINUED)					
Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00	2.00
Principal Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Engineer	3.00	3.00	3.00	3.00	3.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Senior Management Analyst	-	-	-	-	1.00
Transportation Services Manager	1.00	1.00	1.00	1.00	1.00
Total Public Services Department	64.00	67.00	67.00	67.00	72.00
Total Full-time Employees	480.00	492.00	502.00	512.00	530.00
PART-TIME EMPLOYEES FTE's (FULL-TIME EQUIVALENTS)					
City Council	-	1.50	1.50	0.50	0.50
City Manager's Office	13.60	9.96	9.00	9.00	7.88
Finance Department	2.50	-	-	-	-
Parks and Community Services	75.23	77.71	76.67	76.67	75.73
Information Technology Department	2.16	1.70	0.50	0.50	0.50
Police Department	21.76	22.92	21.96	20.86	20.36
Fire and Rescue Department	4.00	5.00	5.00	4.25	2.25
Development Services Department	8.80	8.79	8.04	8.64	6.64
Public Services Department	8.05	9.70	9.50	9.50	8.00
Total Part-time FTE	136.10	137.28	132.17	129.92	121.86
Total Citywide FTE	616.10	629.28	634.17	641.92	651.86





CITIZENS OF COSTA MESA





The Mayor and City Council serve as the elected legislative and policy setting body of the City. City Council duties include establishing goals and policies, enacting legislation, adopting the City's operating and capital budget, and appropriating the funds necessary to provide services to the City's residents, businesses and visitors. City Council also participates in a wide variety of community and regional activities and spends a considerable amount of time interacting with residents, business owners, and community stakeholders. The City Council also serves as the governing board for the Successor Agency, Housing Authority, Public Financing Authority and Financing Authority.

CITY COUNCIL - 10100

CITY COUNCIL – 50110

This program supports the City Council activities and includes the salaries of one Mayor and six Council Members, one Chief of Staff, one Management Analyst, one Executive Secretary and one part-time Management Aide.

The Executive Secretary provides administrative support to the City Council Members. Under the supervision of the City Manager, the role of the Chief of Staff is to work with the City Council to achieve their goals and priorities, and work with staff to implement work plans to achieve these goals. The Chief of Staff is also responsible for the supervision of one Management Analyst and one Management Aide who are responsible primarily for responding to constituent needs, as well as assisting City Council with legislative research, gathering of information to address important community issues, and providing support at various special events and community meetings.





CITY COUNCIL (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the Office of the City Council is \$891,341, an increase of \$121,592, or 16 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase is attributed to reinstating the reductions that were taken in the prior adopted FY 2020-21 Budget, which had COVID-19 considerations and reductions.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY COUNCIL BY FUNDING SOURCE				
General Fund - 101	\$ 667,505	\$ 698,817	\$ 769,749	\$ 891,341
Disaster Fund - 150	-	3,756	-	-
Total City Council	\$ 667,505	\$ 702,573	\$ 769,749	\$ 891,341

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY COUNCIL BY PROGRAM				
ADMINISTRATION - 10100				
<u>City Council - 50110</u>				
Salaries and Benefits	\$ 563,814	\$ 551,900	\$ 678,874	\$ 728,160
Maintenance and Operations	92,695	146,422	88,875	161,181
Fixed Assets	10,996	496	2,000	2,000
Subtotal City Council	\$ 667,505	\$ 698,817	\$ 769,749	\$ 891,341

Emergency Services - 51040

Salaries and Benefits	\$ -	\$ 3,570	\$ -	\$ -
Maintenance and Operations	-	185	-	-
Fixed Assets	-	-	-	-
Subtotal City Council	\$ -	\$ 3,756	\$ -	\$ -

TOTAL CITY COUNCIL

Salaries and Benefits	\$ 563,814	\$ 555,470	\$ 678,874	\$ 728,160
Maintenance and Operations	92,695	146,607	88,875	161,181
Fixed Assets	10,996	496	2,000	2,000
Total City Council	\$ 667,505	\$ 702,573	\$ 769,749	\$ 891,341

CITY COUNCIL (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

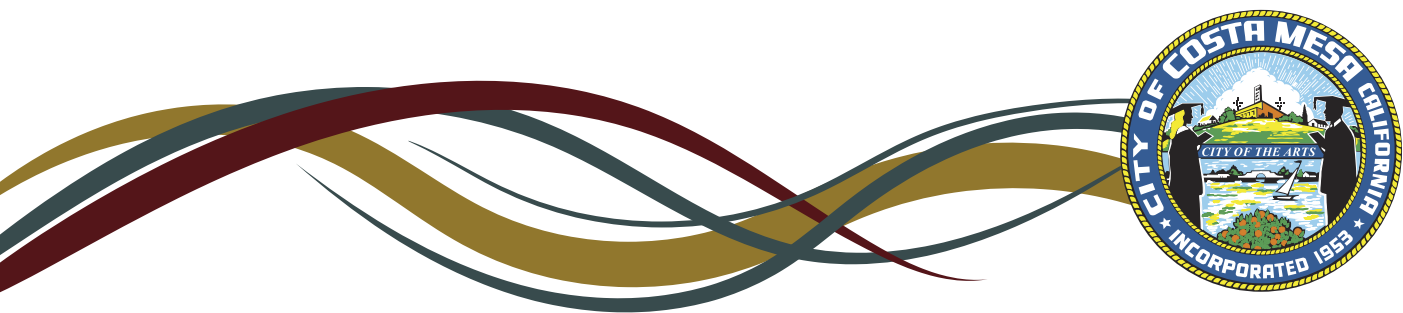
Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
CITY COUNCIL BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 163,135	\$ 182,267	\$ 235,072	\$ 317,395
Regular Salaries - Part time	501300	36,647	69,290	103,025	32,635
Overtime	501400	1,708	4,297	500	500
Holiday Allowance	501700	482	676	-	-
Cafeteria Plan	505100	176,920	212,165	217,644	252,119
Medicare	505200	4,365	5,756	4,902	5,075
Retirement	505300	58,075	81,019	117,731	120,436
Executive Professional Development	505500	122,482	-	-	-
Subtotal Salaries & Benefits		\$ 563,814	\$ 555,470	\$ 678,874	\$ 728,160
Maintenance and Operations					
Stationery and Office	510100	\$ 3,269	\$ 2,763	\$ 2,600	\$ 2,600
Multi-Media, Promotions and Subs	510200	62,694	2,060	4,000	4,000
Small Tools and Equipment	510300	3,020	72	2,000	2,000
Uniform & Clothing	510400	1,526	-	500	500
Safety and Health	510500	254	137	480	480
Postage	520100	174	-	-	-
Meetings & Conferences	520500	18,539	15,618	15,000	15,000
Mileage Reimbursement	520600	258	28	-	-
Dues and Memberships	520700	-	115,013	-	115,545
Professional Development	520900	-	7,068	61,339	18,100
External Rent	535400	705	699	1,700	1,700
Internal Rent - Central Services	535800	2,257	2,926	1,224	1,224
Internal Rent - Postage	535900	-	39	32	32
Emergency Protective Measure	580200	-	185	-	-
Subtotal Maintenance & Operations		\$ 92,695	\$ 146,607	\$ 88,875	\$ 161,181
Fixed Assets					
Other Equipment	590800	\$ 10,996	\$ 496	\$ 2,000	\$ 2,000
Subtotal Fixed Assets		\$ 10,996	\$ 496	\$ 2,000	\$ 2,000
Total City Council		\$ 667,505	\$ 702,573	\$ 769,749	\$ 891,341

CITY COUNCIL (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY COUNCIL BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 163,135	\$ 181,586	\$ 235,072	\$ 317,395
Regular Salaries - Part time	501300	36,647	67,004	103,025	32,635
Overtime	501400	1,708	3,756	500	500
Holiday Allowance	501700	482	676	-	-
Cafeteria Plan	505100	176,920	212,165	217,644	252,119
Medicare	505200	4,365	5,756	4,902	5,075
Retirement	505300	58,075	80,957	117,731	120,436
Executive Professional Development	505500	122,482	-	-	-
Subtotal Salaries & Benefits		\$ 563,814	\$ 551,900	\$ 678,874	\$ 728,160
Maintenance and Operations					
Stationery and Office	510100	\$ 3,269	\$ 2,763	\$ 2,600	\$ 2,600
Multi-Media, Promotions and Subs	510200	62,694	2,060	4,000	4,000
Small Tools and Equipment	510300	3,020	72	2,000	2,000
Uniform & Clothing	510400	1,526	-	500	500
Safety and Health	510500	254	137	480	480
Postage	520100	174	-	-	-
Meetings & Conferences	520500	18,539	15,618	15,000	15,000
Mileage Reimbursement	520600	258	28	-	-
Dues and Memberships	520700	-	115,013	-	115,545
Professional Development	520900	-	7,068	61,339	18,100
External Rent	535400	705	699	1,700	1,700
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Internal Rent - Postage	535900	-	39	32	32
Subtotal Maintenance & Operations		\$ 92,695	\$ 146,422	\$ 88,875	\$ 161,181
Fixed Assets					
Other Equipment	590800	\$ 10,996	\$ 496	\$ 2,000	\$ 2,000
Subtotal Fixed Assets		\$ 10,996	\$ 496	\$ 2,000	\$ 2,000
Total City Council		\$ 667,505	\$ 698,817	\$ 769,749	\$ 891,341





CITY MANAGER'S OFFICE

CITY MANAGER'S OFFICE

CITY MANAGER ADMINISTRATION

1.0 FTE - **City Manager**
1.0 FTE - Assistant to the City Manager
1.0 FTE - Executive Assistant to the City Manager
2.0 FTE - Management Analyst
1.0 FTE - Senior Management Analyst

2.0 FTE - Assistant City Manager
1.0 FTE - Executive Secretary

CITY CLERK

1.0 FTE - City Clerk
1.0 FTE - Management Analyst
2.0 FTE - Deputy City Clerk
3.38 FTE - Part-Time

COMMUNICATIONS AND MARKETING

2.0 FTE - Public Affairs Manager
1.0 FTE - Central Services Supervisor
1.0 FTE - Graphics Designer
1.0 FTE - Office Specialist II
1.0 FTE - Video Production Coordinator
1.0 FTE - Video Production Specialist
1.0 FTE - Website Coordinator
3.75 FTE - Part-Time

HUMAN RESOURCES RISK MANAGEMENT

1.0 FTE - HR Manager
1.0 FTE - HR Administrator
2.0 FTE - Principal HR Analyst
3.0 FTE - HR Analyst
1.0 FTE - HR Secretary
1.0 FTE - HR Technician
0.75 FTE - Part-Time



The City Manager's Office is a General Government Support function. The Department is comprised of four divisions, split into different programs and has 30 full-time staff members. Part-time staffing consists of 7.88 full-time equivalents. The four divisions are as follows:

- Administration
- City Clerk
- Human Resources
- Risk Management

ADMINISTRATION - 11100

ADMINISTRATION – 50001

The City Manager's Office coordinates and directs the City's functions within the framework of policy established by the City Council. The duties of the City Manager's Office include: legislative support, policy implementation, budget development and strategic planning, coordinating the preparation of City Council agendas, assist with the development of City Council's goals and objectives, and keep the City Council apprised of important community issues. The Office provides leadership and direction to the other City departments and is responsible for ensuring the delivery of quality services to its constituents and business community. The City Manager's Office is also responsible for representing the City's interests at the local, state, and federal level.

COMMUNICATIONS AND MARKETING – 51050

The Communication and Marketing team specializes in ensuring quality communication, both internally and externally and utilizes a variety of informational platforms such as the City website, news blog, social media networks, TV channel, newsletter, print and more. The team manages the following City initiatives:

- Public information and education
- Media relations
- Social media posting and monitoring
- Video production
- Mail, printing and graphic design services
- Website development and maintenance
- Special events
- Internal communications

CITY CLERK – 11200

ELECTIONS – 50120

As the local elections official, the City Clerk conducts the General Municipal Election by governing the filings of candidate nominations, initiatives, referendums, and recall actions. The City Clerk is the Filing Officer for the Political Reform Act and coordinates the filing of campaign financial statements and Conflicts of Interest Statements.

CITY MANAGER'S OFFICE (CONTINUED)

COUNCIL MEETINGS – 50410

The role of the City Clerk includes serving as Clerk of the City Council and Secretary to the Housing Authority, and Successor Agency to the Costa Mesa Redevelopment Agency. As the Brown Act official, the Clerk is responsible for preparing and reviewing agendas for all meetings, manages records pertaining to Council legislative actions and proceedings, minutes, ordinances, resolutions, public notices and indices thereof. The City Clerk's office manages the concierge services in the City Hall lobby, which is responsible for greeting the public, checking in of guests, and answering the main telephone line to City Hall.

PUBLIC RECORDS – 50420

As the Public Records Act official, Custodian of Records and City Archivist, the Clerk is the administrator for official city documents and records, including indexing, preservation and archiving programs, retention schedules, public records requests and responses, and subpoenas for records. The City Clerk is responsible for the execution of the Electronic Document Imaging System including managing records in the database to provide the public greater access to all public documents.

HUMAN RESOURCES - 14100

RECRUITMENT AND SELECTION – 50610

Human Resources Administration provides full range of traditional and core human resources services that include: recruitment and selection, classification and compensation systems, employee development and training, and labor/employee relations. These comprehensive services are provided in compliance and as mandated by Federal and State labor laws, Personnel Rules and Regulations, and current Memorandum of Understandings (MOU's).

EMPLOYEE BENEFITS ADMINISTRATION – 50630

Administers group health and welfare benefits and retirement plans for active employees and retirees. Evaluates and makes recommendations on ways to improve benefits, such as utilizing wellness programs, flexible spending accounts and long-term disability insurance; oversees required/optional industrial medical examinations; and the Employee Assistance Program (EAP). Serves as staff/advisor to Benefits Review Committee consisting of labor and management representatives who meet to review and discuss relevant issues related to employee benefits/programs and appropriate cost-effective spending of benefit dollars. Serves as a liaison to the Pension Oversight Committee to review annual and long-term pension and financial matters as it pertains to the City's CalPERS retirement pension obligation. Monitors and ensures compliance with Federal, State and City leave programs such as the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), as well as Fair Employment & Housing Act (FEHA), and Americans with Disabilities Act (ADA).

CITY MANAGER'S OFFICE (CONTINUED)

RISK MANAGEMENT - 14400

RISK MANAGEMENT ADMINISTRATION – 50661

Procures and administers the City's comprehensive commercial insurance protection program. Includes property inspections and appraisals as part of a comprehensive real and personal property insurance program; evaluate levels of coverage for appropriate protection of assets.

LIABILITY – 50662

Evaluates and monitors the City's risk of loss, minimizing the financial impact of such risks to the lowest feasible level; and procures and administers the City's self-insured general liability and environmental insurance programs. Claims against the City are jointly handled with the City's third-party administrator or internally as appropriate; Includes loss control program that identifies areas of concerns and acts to mitigate future incidents. Serves as staff/advisors to the City's Safety Coordinating Committee consisting of joint labor-management representatives. Provides staff support to the City's Insurance Committee.

WORKERS' COMPENSATION – 50663

Proactively administers safety and wellness programs for employees as well as the self-insured Workers' Compensation Program and the Occupational Injury/Illness Prevention Plan. Maintains oversight of the third-party workers' compensation claims administrator and consultants for workplace safety, ergonomics, and indoor air quality. Administers and coordinates work-related disability compliance and interactive process, physical and fitness-for-duty examinations and infection control program. Provides training to departments to assist in cost containment/appropriate use of this program.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

- Assisted the City Council in guiding municipal operations, coordinated Council's activities and meeting requests and prepared documents and materials as requested.
- Improved public outreach efforts including bilingual translation.
- Ensured public notification of upcoming events, activities, programs, decisions and other City business, as well as network with other government agencies, community leaders, residents, business owners and regional representatives to meet department goals, and to better assist the department and the City.
- Planned, organized and coordinated various special programs, including a pandemic-friendly version of the annual Snoopy House, free pop-up and Super Site COVID-19 testing at the OC Fairgrounds and the Costa Mesa Senior Center, and various virtual cultural celebrations.
- Successfully planned and executed a City Council Retreat and Goal Setting session.
- The Communications and Marketing Division apprised residents of City information in a timely and easily accessible manner through various means: press releases, brochures and flyers, City's website, CMTV 3, social media channels, the Costa Mesa Minute and "El Minuto," a Spanish language version of the Costa Mesa Minute, cityofcostamesanews.com, and City Hall Snapshot.
- The Communications and Marketing Division expanded the City's social media reach by using the following platforms: Facebook, Twitter, Instagram, Nextdoor, and Nixle.
- The Communications and Marketing Division assisted in the promotion and execution of numerous virtual and socially distanced programs, including the COVID-19 Testing Super Site, the Hispanic Heritage Month virtual celebration, the Veteran's Day virtual celebration, a pandemic-friendly version of the annual Costa Mesa Snoopy House, and the new "Virtual Recreation" animated series.
- The Communications and Marketing Division received two national NATOA (National Association of Telecommunications Officers and Advisors) Programming Awards of Excellence, two Awards of Distinction and one Award of Honor, competing against 550 Government Agencies from across the US.
- In partnership with the Police Department, the HR Division conducted an ongoing recruitment process to proactively attract and hire Police Recruits, Police Academy Graduates, Police Officers and Police Reserve Officers.
- The HR Division facilitated employment law and employee relations training including supervisory, performance management, and mandated harassment training for managers and supervisors through the Orange County Human Resources Consortium.
- The HR Division continued to administer the ongoing recommendations of the City's Workers' Compensation Organizational Report and diligently worked with the City's third party administrator, AdminSure, regarding Workers' Compensation claims.
- The HR Division implemented various COVID-19 policies, protocols, informational/training materials for employees, including a robust contract tracing strategy, coordinating and monitoring quarantine timelines for exposure or potential exposure cases.
- The HR Division provided assistance to the City's Chief Negotiator to negotiate and implement furloughs and reductions.
- The City Clerk Division promoted transparency in local government by facilitating the importing of 35,000 files into the Laserfiche Public Portal.
- The City Clerk Division served as the gateway to open and accessible government by processing 1,000 public records requests in compliance with the Public Records Act.

CITY MANAGER'S OFFICE (CONTINUED)

- The City Clerk Division successfully conducted 43 City Council meetings via Zoom webinar meetings to comply with the social distancing requirements of the COVID-19 pandemic and to ensure the public's right to access and to participate in the local government's meetings.
- The City Clerk Division Concierge Services served 14,904 citizens through telephone inquiries and ensured Spanish bilingual staff was available to assist the public.
- The City Clerk Division provided English/Spanish translation and interpretation services at City meetings.
- The City Clerk Division successfully conducted the 2020 General Municipal Election.
- The City Clerk Division successfully began the implementation of the Citywide agenda management program.

FISCAL YEAR 2021-2022 GOALS

- Assist the City Council in guiding municipal operations, coordinate Council's activities and meeting requests, and prepare documents and materials as requested.
- Improve outreach efforts and transparency by providing bilingual translation.
- Ensure that policies and program objectives set by the City Council are executed effectively and efficiently.
- Respond to inquiries from the public in a highly responsive manner.
- Ensure the public is notified of upcoming events, activities, programs, decisions and other City business, as well as network with other government agencies, community leaders, residents, business owners and regional representatives to meet department goals, and to better assist the department and the City.
- Plan and organize implicit bias training for City Council and City staff.
- The Communications and Marketing Division will continue to provide highly responsive and cost effective printing, duplicating and postal services.
- The Communications and Marketing Division will continue to engage the public via social media platforms to inform and encourage civic participation
- The HR Division will facilitate organizational efficiency through employee development by assessing and revising the employee performance evaluation process, and creating comprehensive training and development programs to meet the City's organizational needs.
- The HR Division will identify and evaluate risk and loss exposures to the City in order to efficiently and appropriately mitigate and finance those exposures. Minimize the risk of loss, financial or otherwise through the protection of City resources, which include employees, members of the public, and property; thus insuring compliance with State and Federal regulations/laws and reducing/minimizing long-term liabilities to the City. In conjunction, proactively implement procedures, guidelines and training to reduce and mitigate workers' compensation and general liability costs. Provide and maintain a full range of quality benefit programs at a reasonable cost.
- The HR Division will process liability claims quickly and efficiently to mitigate losses to the City.
- The HR Division will provide managers and supervisors with ongoing and proactive employee relations training, counseling and assistance necessary to limit the number of formal grievances and disciplinary actions.
- The City Clerk Division will maintain accurate records of official documents of the City; publish City legal notices as required by law.

CITY MANAGER'S OFFICE (CONTINUED)





- The City Clerk Division will prepare and distribute the agenda for City Council meetings to the public in compliance with the Brown Act.
- The HR Division will facilitate ongoing legal and labor relations training, including harassment training for managers and supervisors through the Orange County Human Resources Consortium.
- Promoting community engagement and participation through a citywide volunteer program.
- The HR Division will conduct Citywide training for all clerical support and analyst level staff to inform them of various Human Resources and Payroll procedures.
- The HR Division will provide managers, supervisors and key contacts in departments with ongoing assistance and training for a more comprehensive understanding of the workers' compensation system/process.
- The HR Division will provide information and assistance to supervisors and employees on benefits-related issues, including coordination during leaves of absence.

CITY MANAGER'S OFFICE (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the City Manager's Department listed above were developed in alignment with the City Council's priorities.



#	GOALS AND OBJECTIVES				
1	Develop recommendations for City Council consideration regarding increased staffing to address critical needs.	✓			
2	Develop a framework for a market analysis of employee compensation for hard-to-fill positions and present the results to the City Manager.	✓			
3	Issue a Request for Proposal for a consultant who will identify opportunities to innovate and modernize recruitment, hiring and retention through succession and talent management planning.	✓			
4	Develop a framework for robust training, mentorship and leadership development program and present the results to the City Manager.	✓			
5	Present the Measure Q cannabis permitting fees, ordinance, procedures, and staffing to City Council for action.		✓		
6	Develop the scope of work for the Economic Development planning consulting contract and present to the City Council.		✓		
7	Provide updates to the City Council regarding the management of the COVID-19 pandemic including management of COVID-19 vaccinations.			✓	
8	Establish a community communication and engagement plan to support health and safety initiatives.			✓	
9	Develop a plan for expanding our community policing and report to the City Council with a timeframe for implementation.			✓	
10	Evaluate and identify short-term and long-term staffing needs to assist with core Development Services Department programs.				✓
11	Present a Development Program to the City Council for senior housing at the Senior Center site.				✓

CITY MANAGER'S OFFICE (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Proposed
Number of Costa Mesa Minutes episodes produced	109	180	135
Number of Costa Mesa "El Minuto" episodes produced	-	-	90
Number of City Hall Snapshots issued	-	50	50
Number of followers reached through City social media	28,300	24,000	28.3000
Number of outgoing mail metered in-house	104,158	125,000	125,000
Number of copies produced by Central Services	1,116,892	2,000,000	1,250,000
Completed City Council minutes by the following Council meeting	90%	80%	95%
Public record requests to the City Clerk responded to within prescribed time	100%	100%	100%
Number of public records requests processed	906	961	961
Number of documents scanned into the Laserfiche system	27,067	35,000	35,000
Number of microfiche images converted to the Laserfiche system	1.05 million	1 million	100,000
Employee turnover rate (non-retirements)	4.9%	6%	6%
Percentage of work-related injuries reported to third-party administrator within 24-hour notice of injury	100%	100%	100%
Percentage of claims filed that are closed without litigation	86%	80%	80%
Percentage of benefit change requests processed within five business days	99%	95%	95%
Number of recruitments processed	56	35	35
Number of job applicants processed	4,711	6,750	6,750
Number of benefit enrollment changes/submissions processed outside of the open enrollment window	900	1,300	1,200
Number of personnel actions processed	-	-	850

CITY MANAGER'S OFFICE (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the City Manager's Office for all funds is \$12.3 million, a decrease of \$57,598, or 0.5 percent, compared to the adopted budget for Fiscal Year 2020-21. The net decrease is attributed to a reduction in election costs in Fiscal Year 2020-21. Total staffing is proposed to increase by a net 2.0 FTEs offset by a part-time position. A new Assistant City Manager position is proposed to help oversee City Departments and large projects.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY MANAGER'S OFFICE BY FUNDING SOURCE				
General Fund - 101	\$ 9,738,974	\$ 7,765,950	\$ 7,480,589	\$ 7,385,715
Disaster Fund - 150	-	615,424	-	-
Self-Insurance Fund - 602	10,890,500	4,135,919	4,871,689	4,908,965
Total City Manager's Office	\$ 20,629,475	\$ 12,517,293	\$ 12,352,278	\$ 12,294,680

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY MANAGER'S OFFICE BY PROGRAM				
ADMINISTRATION - 11100				
<u>City Manager Administration - 50001</u>				
Salaries and Benefits	\$ 1,412,087	\$ 1,017,323	\$ 1,719,665	\$ 1,928,913
Maintenance and Operations	872,103	968,911	990,102	974,102
Fixed Assets	7,785	15,170	-	6,000
Subtotal City Manager Administration	\$ 2,291,976	\$ 2,001,404	\$ 2,709,767	\$ 2,909,015
<u>Neighborhood Improv. Task Force - 50250⁽¹⁾</u>				
Salaries and Benefits	\$ 273,833	\$ -	\$ -	\$ -
Maintenance and Operations	582,029	-	-	-
Fixed Assets	6,550	-	-	-
Subtotal Neighborhood Improv. Task Force	\$ 862,412	\$ -	\$ -	\$ -
<u>Emergency Services - 51040</u>				
Salaries and Benefits	\$ -	\$ 358,793	\$ -	\$ -
Maintenance and Operations	-	2,432	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 361,225	\$ -	\$ -
<u>Communications and Marketing - 51050</u>				
Salaries and Benefits	\$ 1,423,394	\$ 1,044,549	\$ 1,345,392	\$ 1,350,298
Maintenance and Operations	171,523	132,037	169,686	169,686
Fixed Assets	13,181	8,057	10,900	10,900
Subtotal Communications and Marketing	\$ 1,608,098	\$ 1,184,643	\$ 1,525,978	\$ 1,530,884
<u>Local Emergency Responses - 52100</u>				
Salaries and Benefits	\$ -	\$ 3,964	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ -	\$ 3,964	\$ -	\$ -

⁽¹⁾Effective March 2019, Neighborhood Improvement Task Force was transferred to the Costa Mesa Housing Authority.

CITY MANAGER'S OFFICE (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY CLERK - 11200				
<u>City Council - 50110</u>				
Salaries and Benefits	\$ -	\$ 16	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Elections	\$ -	\$ 16	\$ -	\$ -
<u>Elections - 50120</u>				
Salaries and Benefits	\$ 97,367	\$ 55,591	\$ 69,842	\$ 70,149
Maintenance and Operations	70,202	623	265,200	25,200
Fixed Assets	-	-	-	-
Subtotal Elections	\$ 167,569	\$ 56,214	\$ 335,042	\$ 95,349
<u>City Council Meetings - 50410</u>				
Salaries and Benefits	\$ 379,605	\$ 340,389	\$ 399,201	\$ 383,941
Maintenance and Operations	37,058	36,543	35,580	35,580
Fixed Assets	221	-	-	-
Subtotal City Council Meetings	\$ 416,884	\$ 376,932	\$ 434,781	\$ 419,521
<u>Public Records - 50420</u>				
Salaries and Benefits	\$ 332,565	\$ 324,534	\$ 391,800	\$ 405,618
Maintenance and Operations	51,855	19,997	43,157	43,157
Fixed Assets	6,475	-	2,000	2,000
Subtotal Public Records	\$ 390,895	\$ 344,531	\$ 436,957	\$ 450,775
<u>Emergency Services - 51040</u>				
Salaries and Benefits	\$ -	\$ 37,750	\$ -	\$ -
Maintenance and Operations	-	2,195	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 39,945	\$ -	\$ -
<u>Local Emergency Responses - 52100</u>				
Salaries and Benefits	\$ -	\$ 79	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ -	\$ 79	\$ -	\$ -
HUMAN RESOURCES - 14100				
<u>Recruitment and Selection - 50610</u>				
Salaries and Benefits	\$ 1,035,017	\$ 859,672	\$ 1,066,416	\$ 1,021,784
Maintenance and Operations	549,131	557,836	627,939	611,739
Fixed Assets	18,129	676	5,800	2,000
Subtotal Recruitment and Selection	\$ 1,602,277	\$ 1,418,184	\$ 1,700,155	\$ 1,635,523
<u>Employee Benefit Administration - 50630</u>				
Salaries and Benefits	\$ 21,854	\$ 9,608	\$ 80,000	\$ 80,000
Maintenance and Operations	9,397	9,719	9,200	9,400
Fixed Assets	-	-	-	-
Subtotal Employee Benefit Administration	\$ 31,251	\$ 19,327	\$ 89,200	\$ 89,400

CITY MANAGER'S OFFICE (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
HUMAN RESOURCES - 14100 (Continued)				
<u>Post-Employment Benefits - 50650⁽²⁾</u>				
Salaries and Benefits	\$ 1,974,811	\$ 2,082,202	\$ -	\$ -
Maintenance and Operations	825	900	-	-
Fixed Assets	-	-	-	-
Subtotal Post Employment Benefits	\$ 1,975,636	\$ 2,083,102	\$ -	\$ -
<u>Emergency Services - 51040</u>				
Salaries and Benefits	\$ -	\$ 87,867	\$ -	\$ -
Maintenance and Operations	-	122,345	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 210,212	\$ -	\$ -
RISK MANAGEMENT - 14400				
<u>Risk Management Administration - 50661</u>				
Salaries and Benefits	\$ 399,606	\$ 257,975	\$ 275,409	\$ 262,148
Maintenance and Operations	14,224	33,231	53,300	73,100
Fixed Assets	-	-	-	-
Subtotal Risk Management Administration	\$ 413,831	\$ 291,206	\$ 328,709	\$ 335,248
<u>Liability - 50662</u>				
Salaries and Benefits	\$ -	\$ 105,502	\$ 129,182	\$ 118,299
Maintenance and Operations	9,025,406	1,339,902	1,935,915	1,985,915
Fixed Assets	-	-	-	-
Subtotal Liability	\$ 9,025,406	\$ 1,445,404	\$ 2,065,097	\$ 2,104,214
<u>Workers' Compensation - 50663</u>				
Salaries and Benefits	\$ 1,589,773	\$ 2,421,481	\$ 2,454,282	\$ 2,383,441
Maintenance and Operations	253,468	259,425	272,310	341,310
Fixed Assets	-	-	-	-
Subtotal Workers' Compensation	\$ 1,843,241	\$ 2,680,907	\$ 2,726,592	\$ 2,724,751
TOTAL CITY MANAGER'S OFFICE				
Salaries and Benefits	\$ 8,939,911	\$ 9,007,295	\$ 7,931,189	\$ 8,004,591
Maintenance and Operations	11,637,221	3,486,096	4,402,389	4,269,189
Fixed Assets	52,342	23,903	18,700	20,900
Total City Manager's Office	\$ 20,629,475	\$ 12,517,293	\$ 12,352,278	\$ 12,294,680

⁽²⁾Transferred to Non-departmental in FY 2020-21 Adopted Budget

CITY MANAGER'S OFFICE (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
CITY MANAGER'S OFFICE BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 2,680,327	\$ 2,481,328	\$ 2,923,940	\$ 3,235,332
Regular Salaries - Part time	501300	612,663	376,841	447,923	399,486
Overtime	501400	68,370	99,400	41,100	41,100
Accrual Payoff - Excess Maximum	501500	6,316	3,036	5,000	5,000
Vacation/Comp. Time Cash Out	501600	47,138	34,178	38,300	48,300
Holiday Allowance	501700	5,161	6,618	11,700	11,700
Separation Pay-Off	501800	38,373	34,771	8,100	8,100
Other Compensation	501900	22,890	24,617	30,223	27,106
Cafeteria Plan	505100	433,722	460,920	553,327	637,393
Medicare	505200	54,090	47,916	49,331	53,098
Retirement	505300	1,258,881	1,282,062	1,465,101	1,211,222
Executive Professional Development	505500	82,423	9,914	15,395	18,105
Auto Allowance	505600	10,820	10,956	14,700	21,600
Unemployment	505800	66,558	9,608	80,000	80,000
Workers' Compensation	505900	1,705,590	2,296,633	2,247,049	2,207,049
Employer Contr.Retirees' Med. ⁽³⁾	506100	1,846,589	1,828,496	-	-
Subtotal Salaries & Benefits		\$ 8,939,911	\$ 9,007,295	\$ 7,931,189	\$ 8,004,591
Maintenance and Operations					
Stationery and Office	510100	\$ 46,334	\$ 26,341	\$ 24,300	\$ 33,900
Multi-Media, Promotions and Subs	510200	132,846	92,876	148,300	148,300
Small Tools and Equipment	510300	20,889	6,307	9,800	10,300
Uniform & Clothing	510400	2,463	298	800	3,800
Safety and Health	510500	3,826	3,838	2,200	4,000
Postage	520100	10,227	1,790	-	-
Legal Advertising/Filing Fees	520200	17,313	21,303	20,000	20,000
Advertising and Public Info.	520300	8,106	12,636	14,300	14,300
Telephone/Radio/Communications	520400	9,297	9,738	5,900	7,900
Meetings & Conferences	520500	9,809	11,090	7,380	9,880
Mileage Reimbursement	520600	1,284	60	500	500
Professional Development	520900	-	27,224	88,900	79,596
Office Furniture	525600	-	-	1,500	-
Office Equipment	525700	303	21,484	2,400	2,400
Other Equipment	525800	3,559	-	2,500	14,400
Employment	530100	26,256	16,915	26,000	26,000
Consulting	530200	724,513	547,663	773,350	592,150

⁽³⁾ This expenditure moved to Non-Departmental in the FY 2020-21 Adopted Budget

CITY MANAGER'S OFFICE (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
CITY MANAGER'S OFFICE BY ACCOUNT					
Maintenance and Operations (continued)					
Legal	530300	374,299	214,919	295,600	243,300
Medical and Health Inspection	530600	63,957	68,757	61,400	101,900
Public Safety	530700	80,006	87,580	123,600	103,600
External Rent	535400	343,838	40,087	59,300	58,900
Grants, Loans and Subsidies	535500	11,231	500	20,000	20,000
Central Services	535800	23,863	16,008	13,429	13,429
Internal Rent - Postage	535900	-	5,572	7,138	7,138
Internal Rent - Maintenance	536100	7,431	600	600	600
Internal Rent - Repl.Cost	536200	6,766	3,900	3,900	3,900
Internal Rent - IT Replacement	536300	27,383	-	-	-
Internal Rent - Fuel	536400	-	1,000	1,000	1,000
Internal Rent - General Liability	536500	-	774,815	717,330	717,330
Internal Rent - Workers' Comp	536600	-	13,288	19,301	19,301
Internal Rent - Unemployment	536700	-	6,441	6,186	6,186
General Liability	540100	5,639,052	1,041,280	1,625,875	1,625,875
Special Liability	540200	-	-	9,400	9,400
Buildings & Personal Property	540500	-	-	225,200	225,200
Taxes & Assessments	540700	57,675	75,394	85,000	85,000
Contingency	540800	3,943,056	203,265	-	50,000
Assistance	545300	41,634	-	-	-
Emergency Protective Measure	580200	-	126,972	-	-
Subtotal Maintenance & Operations		\$ 11,637,221	\$ 3,486,096	\$ 4,402,389	\$ 4,269,189
Fixed Assets					
Office Furniture	590600	\$ 7,584	\$ 8,085	\$ -	\$ 4,000
Office Equipment	590700	5,976	-	-	-
Other Equipment	590800	38,782	15,818	18,700	16,900
Subtotal Fixed Assets		\$ 52,342	\$ 23,903	\$ 18,700	\$ 20,900
Total City Manager's Office		\$ 20,629,475	\$ 12,517,293	\$ 12,352,278	\$ 12,294,680

CITY MANAGER'S OFFICE (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

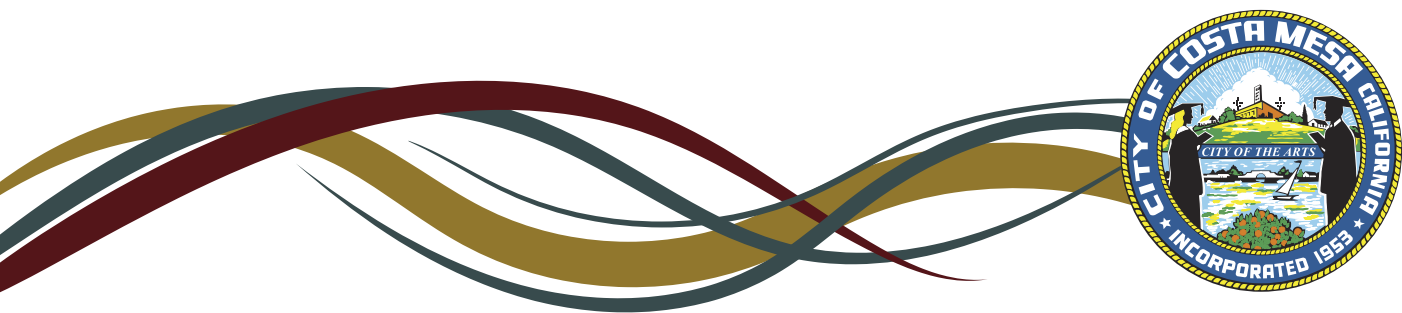
Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
CITY MANAGER BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 2,680,327	\$ 1,980,219	\$ 2,719,356	\$ 3,042,504
Regular Salaries - Part time	501300	612,663	359,032	447,923	399,486
Overtime	501400	68,370	62,006	41,100	41,100
Accrual Payoff - Excess Maximum	501500	6,316	2,741	5,000	5,000
Vacation/Comp. Time Cash Out	501600	47,138	32,340	38,300	48,300
Holiday Allowance	501700	5,161	6,255	11,700	11,700
Separation Pay-Off	501800	38,373	33,065	8,100	8,100
Other Compensation	501900	22,890	21,500	26,172	26,948
Cafeteria Plan	505100	433,722	376,102	520,341	603,357
Medicare	505200	54,090	39,401	46,305	50,300
Retirement	505300	1,258,881	1,220,482	1,373,713	1,146,731
Executive Professional Development	505500	82,423	9,656	15,015	17,725
Auto Allowance	505600	10,820	10,956	14,700	21,600
Unemployment	505800	44,704	-	-	-
Workers' Compensation	505900	115,817	-	-	-
Employer Contr.Retirees' Med.	506100	1,846,589	1,828,496	-	-
Subtotal Salaries & Benefits		\$ 7,328,285	\$ 5,982,250	\$ 5,267,725	\$ 5,422,851
Maintenance and Operations					
Stationery and Office	510100	\$ 46,334	\$ 26,341	\$ 24,300	\$ 33,900
Multi-Media, Promotions and Subs	510200	132,846	92,876	148,300	148,300
Small Tools and Equipment	510300	20,889	6,307	9,800	10,300
Uniform & Clothing	510400	2,463	298	800	3,800
Safety and Health	510500	3,826	3,838	2,200	4,000
Postage	520100	10,227	1,790	-	-
Legal Advertising/Filing Fees	520200	17,313	21,303	20,000	20,000
Advertising and Public Info.	520300	8,106	12,636	14,300	14,300
Telephone/Radio/Communications	520400	9,297	9,738	5,900	7,900
Meetings & Conferences	520500	9,809	11,090	7,380	9,880
Mileage Reimbursement	520600	1,284	60	500	500
Professional Development	520900	-	27,224	88,900	79,596
Office Furniture	525600	-	-	1,500	-
Office Equipment	525700	303	21,484	2,400	2,400
Other Equipment	525800	3,559	-	2,500	14,400
Employment	530100	26,256	16,915	26,000	26,000
Consulting	530200	468,279	268,274	510,600	260,400

CITY MANAGER'S OFFICE (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY MANAGER BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (continued)					
Legal	530300	374,299	214,919	295,600	243,300
Medical and Health Inspection	530600	63,957	68,757	61,400	101,900
Public Safety	530700	80,006	87,580	123,600	103,600
External Rent	535400	343,838	40,087	59,300	58,900
Grants, Loans and Subsidies	535500	11,231	500	20,000	20,000
Central Services	535800	23,863	16,008	13,429	13,429
Internal Rent - Postage	535900	-	5,572	7,138	7,138
Internal Rent - Maintenance	536100	7,431	600	600	600
Internal Rent - Repl.Cost	536200	6,766	3,900	3,900	3,900
Internal Rent - IT Replacement	536300	27,383	-	-	-
Internal Rent - Fuel	536400	-	1,000	1,000	1,000
Internal Rent - General Liability	536500	-	774,815	717,330	717,330
Internal Rent - Workers' Comp	536600	-	13,288	19,301	19,301
Internal Rent - Unemployment	536700	-	6,441	6,186	6,186
General Liability	540100	617,143	-	-	-
Assistance	545300	41,634	-	-	-
Subtotal Maintenance & Operations		\$ 2,358,348	\$ 1,759,797	\$ 2,194,164	\$ 1,941,964
Fixed Assets					
Office Furniture	590600	\$ 7,584	\$ 8,085	\$ -	\$ 4,000
Office Equipment	590700	5,976	-	-	-
Other Equipment	590800	38,782	15,818	18,700	16,900
Subtotal Fixed Assets		\$ 52,342	\$ 23,903	\$ 18,700	\$ 20,900
Total City Manager's Office		\$ 9,738,974	\$ 7,765,950	\$ 7,480,589	\$ 7,385,715





CITY ATTORNEY

CONTRACTED CITY ATTORNEY

Jones & Mayer

Assistant City Attorney (2)



CITY ATTORNEY'S OFFICE

The City Attorney's Office is classified as a General Government Support function. The City Attorney is a contracted service with the legal firm of Jones & Mayer.

CITY ATTORNEY - 12100

LEGAL SERVICES – 50320

Provides legal counsel and advice during official meetings and study sessions of the City Council and Planning Commission; serves as a legal advisor to City staff; prepares and reviews City ordinances, resolutions, contracts and legal documents; represents the City in civil and criminal litigation; oversees the work of outside private counsel when hired to assist in litigation; and coordinates/reviews claims filed against or for the City with Risk Management. Legal costs associated with litigation are included in the Non-Departmental budget rather than the City Attorney's Office budget.



CITY ATTORNEY'S OFFICE (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the City Attorney's Office is \$1,000,000, an increase of \$50,000, or 9.3%, compared to the adopted budget for Fiscal Year 2020-21. The prior year decrease was primarily attributed to the reduction in the anticipated costs related to day-to-day legal matters. A five percent increase is to help achieve the city-wide projected cost target.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY ATTORNEY'S OFFICE BY FUNDING SOURCE				
General Fund - 101	\$ 1,170,015	\$ 1,102,741	\$ 950,000	\$ 1,000,000
Disaster Fund - 150	-	380,010	-	-
Total City Attorney's Office	\$ 1,170,015	\$ 1,482,750	\$ 950,000	\$ 1,000,000

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY ATTORNEY'S OFFICE BY PROGRAM				
ADMINISTRATION - 12100				
<u>General Legal Services - 50320</u>				
Maintenance and Operations	\$ 1,170,015	\$ 1,102,741	\$ 950,000	\$ 1,000,000
Subtotal General Legal Services	\$ 1,170,015	\$ 1,102,741	\$ 950,000	\$ 1,000,000
<u>Emergency Services - 51040</u>				
Maintenance and Operations	\$ -	\$ 378,440	\$ -	\$ -
Subtotal Emergency Services	\$ -	\$ 378,440	\$ -	\$ -
<u>Local Emergency Responses - 52100</u>				
Maintenance and Operations	\$ -	\$ 1,570	\$ -	\$ -
Subtotal Local Emergency Responses	\$ -	\$ 1,570	\$ -	\$ -
TOTAL CITY ATTORNEY'S OFFICE				
Maintenance and Operations	\$ 1,170,015	\$ 1,482,750	\$ 950,000	\$ 1,000,000
Total City Attorney's Office	\$ 1,170,015	\$ 1,482,750	\$ 950,000	\$ 1,000,000

CITY ATTORNEY'S OFFICE (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

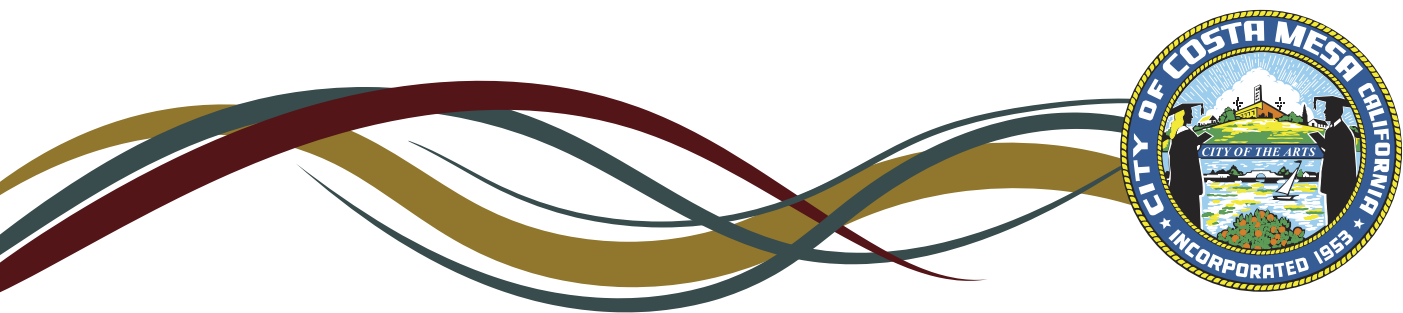
Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
CITY ATTORNEY'S OFFICE BY ACCOUNT					
Maintenance and Operations					
Consulting	530200	\$ 1,159,110	\$ -	\$ -	\$ -
Legal	530300	10,905	1,102,741	950,000	1,000,000
Emergency Protective Measure	580200	-	380,010	-	-
Subtotal Maintenance & Operations		\$ 1,170,015	\$ 1,482,750	\$ 950,000	\$ 1,000,000
Total City Attorney's Office		\$ 1,170,015	\$ 1,482,750	\$ 950,000	\$ 1,000,000

CITY ATTORNEY'S OFFICE (CONTINUED)

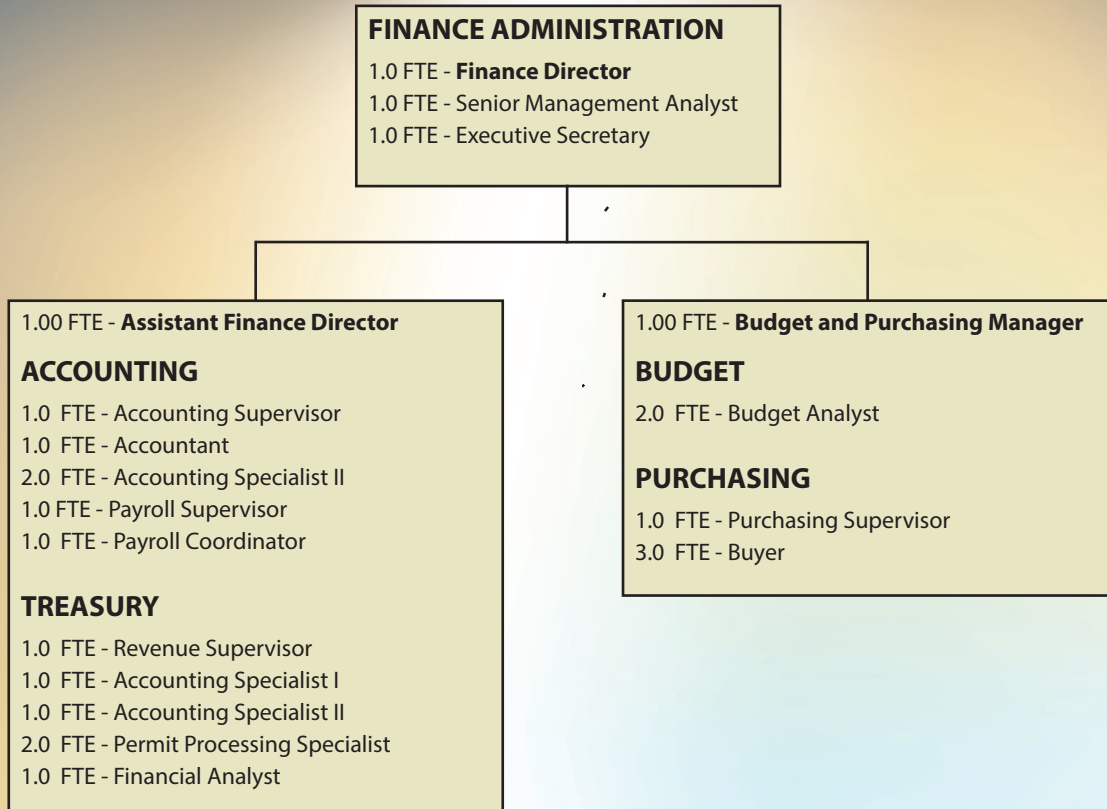
From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
CITY ATTORNEY'S OFFICE BY ACCOUNT					
Maintenance and Operations					
Consulting	530200	\$ 1,159,110	\$ -	\$ -	\$ -
Legal	530300	10,905	1,102,741	950,000	\$ 1,000,000
Subtotal Maintenance & Operations		\$ 1,170,015	\$ 1,102,741	\$ 950,000	\$ 1,000,000
Total City Attorney's Office		\$ 1,170,015	\$ 1,102,741	\$ 950,000	\$ 1,000,000





FINANCE DEPARTMENT





The Finance Department is a General Government Support function. The Department has 23 full-time staff members composed of three management, five supervisors, 14 professional staff, and one clerical position. The department is comprised of two divisions as follows:

- *Finance Administration*
- *Financial Operations*

FINANCE ADMINISTRATION - 13100

ADMINISTRATION – 50001

Provides the Department's overall administrative direction and policy implementation; advises the City Manager, City Council, Finance and Pension Advisory Committee, and the Deferred Compensation Committee; and provides the overall coordination of the Department, including budgeting, accounting, payroll, purchasing, and treasury functions.

FINANCIAL OPERATIONS - 13200

FINANCIAL SERVICES – 50500

Provides financial, accounting, payroll, treasury, procurement and budgetary services for all departments of the City. The Division is responsible for government-wide financial analysis, fund financial analysis, cash management, investments, capital assets, debt administration, and financial reporting. The Division is also responsible for monitoring the City's investment portfolio; procures services, supplies, and equipment for City departments; prepares and administers the City's annual budget; provides accounting and budgeting for the Successor Agency, the Housing Authority, the Public Financing Authority, the Financing Authority, and the Costa Mesa Foundation; maintains effective internal control policies and procedures to safeguard the City's assets and manage its resources; and conducts fiscal analysis during labor negotiations.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

- Successfully presented and achieved Standard & Poor's reaffirmed rating of AA+ for the City's 2017 Lyons Park Lease Revenue Bonds.
- Worked with City Management and Council to restore the 5% staff furloughs retroactive to July 1st as a result of receiving the Federally approved American Rescue Plan allocation of \$26.5 million; allowing for the use of funds to restore cuts and revenue loss as a result of the pandemic.
- Successfully realigned staffing model to ensure all legal and regulatory requirements are processed timely and accurately, provide adequate checks and balances, succession planning, and backup support in the Payroll Office.
- Presented and incorporated Measure Q staffing enhancements to City Council.
- Hired key leadership positions in Finance: Payroll Supervisor, Purchasing Supervisor, Accounting Supervisor and Budget and Purchasing Manager.
- Prepared the required cost recovery analysis for the Measure Q Cannabis related fees, and prepared for City Council review and approval.
- Implemented teleworking schedules for City staff, including rotating shifts.
- Installed COVID-safe protocols in accordance with safety guidelines.
- Prepaid the City's CalPERS Unfunded Liability saving the City \$800,000.
- Prepared the June 30, 2020 CAFR, Single Audit Report, Public Financing Authority Financial Statements, Financing Authority Financial Statements, Housing Authority Financial Statements, Housing Successor Annual Report, Cities Financial Transactions Report to the State Controller's Office and the Development Impact Fees Annual Report.
- Received the prestigious Budgeting and Financial Reporting Awards from GFOA and CSMFO.
- Successfully submitted a balanced FY 2020-21 budget to the City Council with sufficient triggers in place to proactively adjust the budget, if needed, to address unforeseen additional revenue loss.
- Continued to manage fiscal impacts from COVID, properly document related expenditures for reimbursements from FEMA, Orange County and associated reporting.
- Issued over \$4.7 million in COVID small business grants to local businesses; \$2.7 million was funded from the CARES Act, and \$2.0 million from the City's General Fund reserves.
- Issued over 3,000 refunds for cancelled recreation programs due to the COVID-19 Pandemic.
- Established and funded the Section 115 Trust for pension.
- Completed financing of a new fire ladder truck for the Fire and Rescue Department.
- Implementation of furloughs with all bargaining units incorporating various pay reduction methods per side letters within two weeks from Council adoption.
- Implementation of PlanetBids procurement management system to provide electronic vendor and bid management services to improve the City's transparency and competitiveness while also ensuring efficiencies both externally and internally.
- Implemented Electronic Purchase Requisition process to allow for electronic signature and efficient workflow.
- Created COVID related Purchase Orders quickly to assist in citywide COVID-19 response.
- Continued to provide financial support and analysis to Finance and Pension Advisory Committee.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS (CONTINUED)

- Completed analysis and implemented Measure Q retail marijuana business tax.
- Participated in data gathering workshops and developed expectations in preparation of an ERP procurement.
- Continued updating the City's purchasing policies.
- Coordinated with legislative staff to identify external restricted revenue sources.
- Initiated departmental digital record keeping and evaluate paperless processes and procedures.
- Continued litigation and legal expenditure tracking and published monthly report to community.

FISCAL YEAR 2021-2022 GOALS





- As an internal General Government Support department, improve customer service to internal departments and increase interdepartmental collaboration.
- Continue improving the City's financial transparency by publishing monthly financial data on the City website and regular communication to the City Council and community.
- Purchasing will continue to implement and revise outdated processes and regulations to improve processing efficiencies.
- Initiate audits of Marijuana business tax.
- Account for the City's fiscal activities in an accurate and timely manner within Generally Accepted Accounting Principles (GAAP) and other legal requirements.
- Safeguard the City's assets and invest available cash in accordance with the City's adopted investment policy.
- Issue Request for Proposals (RFP) and procure for an Enterprise Resource Planning (ERP) system.
- Continue updating financial policies manual.
- Continue to manage fiscal impacts in connection with COVID and related cost recovery efforts.
- Develop quarterly financial reports for City Council and FiPAC review.
- Continue to review Federal and State financial opportunities, such as the American Rescue Plan to maximize the City's financial recoveries resulting from the pandemic.

FINANCE DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Finance Department were developed in alignment with the City Council's priorities.



#	GOALS AND OBJECTIVES					
1	Procure and identify new ERP financial software solutions to improve reporting efficiencies		✓			
2	Continue to evaluate and implement multi-year strategic funding options of the Equipment Replacement Fund and Self Insurance Fund		✓			
3	Identify options for reducing the net pension liability and net OPEB liability		✓			
4	Implement Measure Q tax rate and fees, and prepare fiscal procedures to track and audit revenues received		✓			
5	Provide strategic options to best utilize the Federally approved American Rescue Plan allocations, and prepare required reports		✓			
6	Develop a quarterly financial report to the City Council and FiPAC		✓			
7	Continue to track, procure and report expenses, and revenue loss related to the COVID-19 pandemic		✓			

FINANCE DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Proposed
Number of Vendor Payments issued	8,598	8,700	8,700
Number of Accounts Receivable Invoices	2,330	2,500	2,500
Number of audit adjustments (Auditor Recommended)	0	0	0
Number of budget adjustments processed		15	15
Number of budget transfers	194	150	150
Number of business license renewal notices sent	10,882	11,000	11,000
Number of business licenses issued or renewed	9,124	11,000	12,000
Number of cash register transactions processed	11,627	12,000	12,000
Number of contracts issued		350	350
Number of form 1099's issued	198	200	200
Number of form W-2's issued	823	830	830
Number of journal entries prepared	941	950	950
Number of payroll issued	16,911	17,000	17,000
Number of purchase orders issued	1,500	1,600	1,700
Years received GFOA Distinguished Budget Award	19	20	21
Years received the GFOA CAFR Award	22	23	24



FINANCE DEPARTMENT (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the Finance Department is \$4.8 million, an increase of \$264,843, or 5.9 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase includes restoration of salary increases and an operating increase includes \$50,000 to contract with HDL to provide consulting and audit for Council Approved Cannabis, that is partially funded my Measure Q.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FINANCE DEPARTMENT BY FUNDING SOURCE				
General Fund - 101	\$ 3,310,638	\$ 3,252,336	\$ 4,485,375	\$ 4,750,218
Disaster Fund - 150	-	119,793	-	-
Equipment Replacement Fund - 601	6,710	-	-	-
Total Finance Department	\$ 3,317,348	\$ 3,372,129	\$ 4,485,375	\$ 4,750,218

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FINANCE DEPARTMENT BY PROGRAM				
ADMINISTRATION - 13100				
<u>Finance Administration - 50001</u>				
Salaries and Benefits	\$ 440,541	\$ 742,403	\$ 963,666	\$ 955,088
Maintenance and Operations	107,568	168,162	283,461	423,460
Fixed Assets	9,712	3,381	7,900	7,900
Subtotal Finance Administration	\$ 557,821	\$ 913,947	\$ 1,255,027	\$ 1,386,448

<u>Emergency Services - 51040</u>				
Salaries and Benefits	\$ -	\$ 86,055	\$ -	\$ -
Maintenance and Operations	-	32,271	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 118,326	\$ -	\$ -

<u>Local Emergency Responses - 52100</u>				
Salaries and Benefits	\$ -	\$ 1,467	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ -	\$ 1,467	\$ -	\$ -

FINANCE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FINANCIAL OPERATIONS - 13200				
<u>Financial Services - 50500</u>⁽¹⁾⁽²⁾				
Salaries and Benefits	\$ 2,269,393	\$ 1,703,605	\$ 2,353,979	\$ 2,487,400
Maintenance and Operations	480,684	628,170	846,969	846,970
Fixed Assets	9,451	6,615	29,400	29,400
Subtotal Financial Services	\$ 2,759,528	\$ 2,338,389	\$ 3,230,348	\$ 3,363,770
<u>Accounting - 50510</u>				
Salaries & Benefits	\$ 847,545	\$ -	\$ -	\$ -
Maintenance & Operations	135,777	-	-	-
Fixed Assets	7,332	-	-	-
Subtotal Accounting	\$ 990,655	\$ -	\$ -	\$ -
<u>Treasury - 50540</u>				
Salaries & Benefits	\$ 711,327	\$ -	\$ -	\$ -
Maintenance & Operations	275,921	-	-	-
Fixed Assets	1,956	-	-	-
Subtotal Treasury	\$ 989,205	\$ -	\$ -	\$ -
FINANCIAL PLANNING - 13300				
<u>Budget & Research - 50520*</u>				
Salaries & Benefits	\$ 247,746	\$ -	\$ -	\$ -
Maintenance & Operations	13,575	-	-	-
Fixed Assets	100	-	-	-
Subtotal Budget & Research	\$ 261,420	\$ -	\$ -	\$ -
<u>Purchasing - 50530*</u>				
Salaries & Benefits	\$ 462,774	\$ -	\$ -	\$ -
Maintenance & Operations	55,411	-	-	-
Fixed Assets	62	-	-	-
Subtotal Purchasing	\$ 518,248	\$ -	\$ -	\$ -
TOTAL FINANCE DEPARTMENT				
Salaries and Benefits	\$ 2,709,934	\$ 2,533,530	\$ 3,317,645	\$ 3,442,488
Maintenance and Operations	588,252	828,603	1,130,430	1,270,430
Fixed Assets	19,163	9,996	37,300	37,300
Total Finance Department	\$ 3,317,348	\$ 3,372,129	\$ 4,485,375	\$ 4,750,218

⁽¹⁾As of Fiscal Year 2019-20, Financial Services consists of Accounting, Treasury, Budget and Purchasing.

⁽²⁾As of Fiscal Year 2019-20, Warehouse operations were transferred from the Finance Department to the Public Services Department.

FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
FINANCE DEPARTMENT BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 1,389,812	\$ 1,498,565	\$ 2,041,199	\$ 2,128,858
Regular Salaries - Part time	501300	250,841	11,945	-	-
Overtime	501400	47,369	53,540	26,500	26,500
Accrual Payoff - Excess Maximum	501500	-	-	3,200	3,200
Vacation/Comp. Time Cash Out	501600	12,771	28,043	20,600	20,600
Holiday Allowance	501700	4,884	7,144	5,000	5,000
Separation Pay-Off	501800	4,510	22,682	9,079	9,080
Other Compensation	501900	10,877	12,365	13,273	12,420
Vacancy Attrition	501000	-	-	(127,982)	-
Cafeteria Plan	505100	260,005	302,888	391,941	413,480
Medicare	505200	26,996	26,053	29,789	31,050
Retirement	505300	606,412	560,546	893,346	778,890
Executive Professional Development	505500	12,640	4,870	4,800	6,510
Auto Allowance	505600	6,919	4,891	6,900	6,900
Unemployment	505800	1,443	-	-	-
Workers' Compensation	505900	74,454	-	-	-
Subtotal Salaries & Benefits		\$ 2,709,934	\$ 2,533,530	\$ 3,317,645	\$ 3,442,488
Maintenance and Operations					
Stationery and Office	510100	\$ 16,177	\$ 13,655	\$ 14,300	\$ 14,300
Multi-Media, Promotions and Subs	510200	1,411	6,074	1,300	1,300
Small Tools and Equipment	510300	497	-	-	-
Uniform & Clothing	510400	330	-	-	-
Safety and Health	510500	395	344	400	400
Maintenance & Construction	510600	(5,494)	-	-	-
Postage	520100	22,806	6	-	-
Legal Advertising/Filing Fees	520200	970	1,733	6,000	6,000
Telephone/Radio/Communications	520400	312	425	400	400
Meetings & Conferences	520500	770	946	-	-
Mileage Reimbursement	520600	146	241	200	200
Professional Development	520900	-	6,005	16,658	14,660
Buildings and Structures	525100	4,983	-	-	-
Office Equipment	525700	4,596	2,419	3,700	3,700
Employment	530100	68,845	240,340	-	-
Consulting	530200	25,400	58,396	187,500	277,500
Legal	530300	16,102	22	10,000	10,000
Financial & Information Svcs	530500	378,151	371,445	788,749	838,750

FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
FINANCE DEPARTMENT BY ACCOUNT					
Maintenance and Operations (Continued)					
Sanitation	530900	140	350	800	800
Central Services	535800	14,626	9,052	20,000	20,000
Internal Rent - Postage	535900	-	19,958	20,464	20,460
Internal Rent - Maintenance	536100	3,370	-	-	-
Internal Rent - Repl.Cost	536200	4,164	-	-	-
Internal Rent - IT Replacement	536300	10,323	-	-	-
Internal Rent - General Liability	536500	-	28,073	25,990	25,990
Internal Rent - Workers' Comp	536600	-	31,191	31,191	31,190
Internal Rent - Unemployment	536700	-	2,922	2,778	2,780
General Liability	540100	19,087	-	-	-
Other Costs	540900	146	(16)	-	-
Emergency Protective Measure	580200	-	32,271	-	-
Subtotal Maintenance & Operations		\$ 588,252	\$ 828,603	\$ 1,130,430	\$ 1,270,430
Fixed Assets					
Office Furniture	590600	\$ 10,752	\$ 1,279	\$ 2,900	\$ 2,900
Other Equipment	590800	8,410	8,717	34,400	34,400
Subtotal Fixed Assets		\$ 19,162	\$ 9,996	\$ 37,300	\$ 37,300
Total Finance Department		\$ 3,317,348	\$ 3,372,129	\$ 4,485,375	\$ 4,750,218

FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
FINANCE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 1,389,812	\$ 1,433,433	\$ 2,041,199	\$ 2,128,858
Regular Salaries - Part time	501300	250,841	10,167	-	-
Overtime	501400	47,369	46,419	26,500	26,500
Accrual Payoff - Excess Maximum	501500	-	-	3,200	3,200
Vacation/Comp. Time Cash Out	501600	12,771	28,043	20,600	20,600
Holiday Allowance	501700	4,884	7,144	5,000	5,000
Separation Pay-Off	501800	4,510	22,682	9,079	9,080
Other Compensation	501900	10,877	12,365	13,273	12,420
Vacancy Attrition	501000	-	-	(127,982)	-
Cafeteria Plan	505100	260,005	293,236	391,941	413,480
Medicare	505200	26,996	25,105	29,789	31,050
Retirement	505300	606,412	557,653	893,346	778,890
Executive Professional Development	505500	12,640	4,870	4,800	6,510
Auto Allowance	505600	6,919	4,891	6,900	6,900
Unemployment	505800	1,443	-	-	-
Workers' Compensation	505900	74,454	-	-	-
Subtotal Salaries & Benefits		\$ 2,709,934	\$ 2,446,008	\$ 3,317,645	\$ 3,442,488

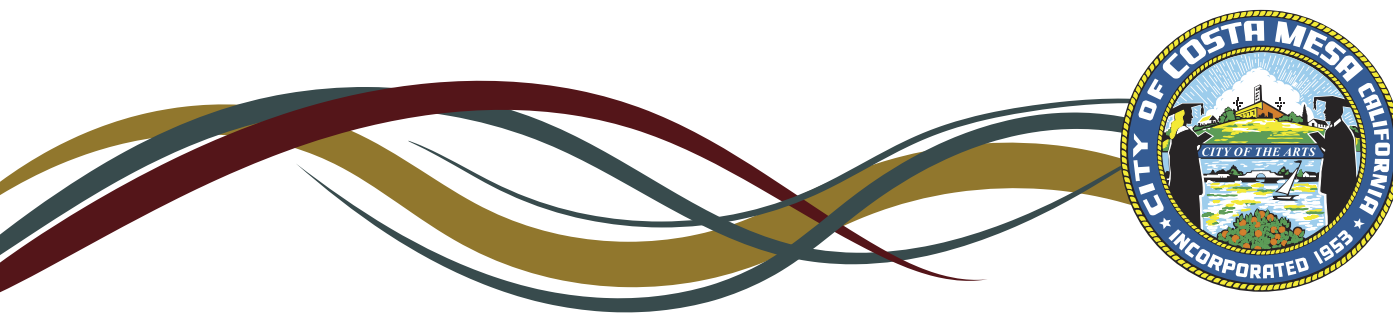
Maintenance and Operations

Stationery and Office	510100	\$ 16,177	\$ 13,655	\$ 14,300	\$ 14,300
Multi-Media, Promotions and Subs	510200	1,411	6,074	1,300	1,300
Small Tools and Equipment	510300	497	-	-	-
Uniform & Clothing	510400	330	-	-	-
Safety and Health	510500	395	344	400	400
Maintenance & Construction	510600	(12,204)	-	-	-
Postage	520100	22,806	6	-	-
Legal Advertising/Filing Fees	520200	970	1,733	6,000	6,000
Telephone/Radio/Communications	520400	312	425	400	400
Meetings & Conferences	520500	770	946	-	-
Mileage Reimbursement	520600	146	241	200	200
Professional Development	520900	-	6,005	16,658	14,660
Buildings and Structures	525100	4,983	-	-	-
Office Equipment	525700	4,596	2,419	3,700	3,700
Employment	530100	68,845	240,340	-	-
Consulting	530200	25,400	58,396	187,500	277,500
Legal	530300	16,102	22	10,000	10,000
Financial & Information Svcs	530500	378,151	371,445	788,749	838,750

FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FINANCE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (Continued)					
Sanitation	530900	140	350	800	800
External Rent	535400	-	1,042	-	-
Internal Rent - Central Services	535800	14,626	9,052	20,000	20,000
Internal Rent - Postage	535900	-	19,958	20,464	20,460
Internal Rent - Maintenance	536100	3,370	-	-	-
Internal Rent - Repl.Cost	536200	4,164	-	-	-
Internal Rent - IT Replacement	536300	10,323	-	-	-
Internal Rent - General Liability	536500	-	28,073	25,990	25,990
Internal Rent - Workers' Comp	536600	-	31,191	31,191	31,190
Internal Rent - Unemployment	536700	-	2,922	2,778	2,780
General Liability	540100	19,087	-	-	-
Other Costs	540900	146	(16)	-	-
Subtotal Maintenance & Operations		\$ 581,542	\$ 796,332	\$ 1,130,430	\$ 1,270,430
Fixed Assets					
Office Furniture	590600	\$ 10,752	\$ 1,279	\$ 2,900	\$ 2,900
Other Equipment	590800	8,410	8,717	34,400	34,400
Subtotal Fixed Assets		\$ 19,162	\$ 9,996	\$ 37,300	\$ 37,300
Total Finance Department		\$ 3,310,638	\$ 3,252,336	\$ 4,485,375	\$ 4,750,218



PARKS AND COMMUNITY SERVICES DEPARTMENT

PARKS AND COMMUNITY SERVICES ADMINISTRATION

1.0 FTE - **Parks and Community Services Director**
1.0 FTE - **Recreation Manager**
1.0 FTE - Executive Secretary
1.0 FTE - Management Analyst

COMMUNITY SERVICE

3.0 FTE - Assistant Recreation Supervisor
4.0 FTE - Recreation Coordinator
2.0 FTE - Recreation Supervisor
1.0 FTE - Office Specialist II
1.0 FTE - Arts Specialist
1.0 - FTE - Maintenance Worker
73.71 FTE - Part-Time

PARKS

1.0 FTE - **Fairview Park Administrator**

HOMELESS OUTREACH

1.0 FTE - **Neighborhood Improvement Manager**
2.0 FTE - Community Outreach Worker
1.0 FTE - Senior Code Enforcement Officer
2.21 FTE - Part-Time



PARKS AND COMMUNITY SERVICES DEPARTMENT

The Parks and Community Services Department provides the citizens of Costa Mesa with a diverse variety of high-quality recreation facilities, programs, and services. These facilities include the Balearic Community Center, the Norma Hertzog Community Center, the Downtown Aquatic and Recreation Centers, and the Costa Mesa Senior Center. The Department allocates and monitors athletic field use, including the Jack Hammett Sports Complex, and provides a large offering of youth, teen, and adult recreation programs and classes. The Department manages the operating agreements for the Balearic Community Center, the Costa Mesa Golf and Country Club, and the Costa Mesa Tennis Center, as well as the Boys and Girls Club of Orange County, the Childs-Pace program, the Historical Society, the Orange County Model Engineers, and Major League Softball. It also oversees City contracted animal shelter and adoption locations. The Department oversees public usage of park facilities and land management at Fairview Park.

The department is budgeted for 21 full-time and 75.73 (FTEs) part-time staff members.

PARKS AND COMMUNITY SERVICES - 14300

FAIRVIEW PARK – 20115

Fairview Park is the City's largest park, hosting 195 acres of open space natural area and 13 acres of manicured landscape for a total of 208 acres. Within the 195 acres of open space, there are two Native American Nationally Registered Historic Sites and five different habitat ecosystems that are home to many rare and endangered plant and animal species. The park acts as a regional gateway to the Santa Ana River Trail and adjacent Tanager Park, offering users multiple active and passive recreational opportunities including picnicking and wildlife viewing, and miles of trails for walking, bicycling, and public enjoyment of nature. The Park also hosts a miniature railroad and model airplane flying field with partnering organizations.

DOWNTOWN RECREATION CENTER (DRC) – 40121

The Downtown Recreation Center (DRC), located at 1860 Anaheim Avenue, includes one gymnasium, one gymnastics room, one 25-yard outdoor pool, two multi-purpose rooms, and one kitchen. This facility provides a variety of programs both free and fee-based. The free programs include open gym time for youth to play basketball, a free seasonal youth basketball league, and free drop-in pickle ball for seniors. The fee-based programs include drop-in basketball and volleyball and recreational adult basketball leagues. The gym is also available for rentals, and has been used for karate tournaments and volleyball clinics. The gymnasium also hosts multiple special events for the Teen Center including a movie night and various sports activities.

The DRC multi-purpose room, kitchen, and office are designated for the Childs-Pace Inc. program, while the gymnastics room is designated for gymnastics contract classes.

The open multi-purpose room is suitable for meetings and moderately sized contract classes including guitar lessons, CPR classes, dance and aerobics. During the school year, a free Teen Center is offered to teens (grades 7-12). During the summer, a free, nine-week, summer program is offered for children (grades 1-6).

BALEARIC COMMUNITY CENTER (BCC) – 40122

The Balearic Community Center, located at 1975 Balearic Dr., provides office space for program staff and includes two rental rooms available for meetings and receptions. These rooms are utilized for the Summer R.O.C.K.S Program, Holiday and Summer Day Camps, and the City's Early Childhood Program, known as L.E.A.P. Adjacent to the center is a fenced playground with play equipment, a sandlot park playground, multiple basketball courts, and a large athletic field, the use of which is permitted by the City.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

NORMA HERTZOG COMMUNITY CENTER – 40123

The Norma Hertzog Community Center is located at 1845 Park Avenue. This newly renovated facility features a community meeting space that can facilitate groups both in a classroom and banquet style fashion. The facility also features a kitchen and an outdoor patio space. Facility space is available for the community, educational meetings and contract classes. This facility, which will reopen mid-2021, is expected to be regularly rented for weddings, Quinceanera's, and anniversary parties and to be used as meeting space for community groups, local non-profit groups, local businesses, the Newport Mesa Unified School District and Department sponsored activities.

AQUATICS – 40212

The Downtown Aquatic Center, located at 1860 Anaheim Avenue, provides year-round aquatics programming for both youth and adults. Programming includes both adult and youth swim instruction for beginner to advanced swimmers, aqua aerobics, summer youth aquatics camp, junior lifeguard preparation classes, and a swim instructor aid program for advanced youth swimmers. The aquatics program offers seasonal family open swim as well as year-round drop-in and adult lap swimming. This program provides American Red Cross Certified First Aid, Cardio-pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), Lifeguard training, and state-mandated Title 22 training for aquatic staff as well as basic first aid, CPR, and AED training to general recreation staff.

TENNIS – 40213

The Costa Mesa Tennis Center, located at TeWinkle Park, 880 Junipero Drive, is currently leased to a private operator, Hank Lloyd, for all operations. The Center features 12 lighted courts that are open seven days a week, and a pro shop with professional tennis staff to assist the public. Programs include lessons, tournaments, leagues and open play for the entire community.

ADULT SPORTS BASKETBALL AND VOLLEYBALL – 40214

The Department offers year-round adult recreational basketball leagues, weekly open gym volleyball and drop-in, fee-based basketball play in the Downtown Recreation Center gymnasium.

ADULTS SPORTS SOFTBALL – 40215

The Department administers a contract with Major League Softball for the operation of a City softball league. The league operates year-round, Sunday through Friday, for adult men, women, and co-ed teams at the TeWinkle Park Athletic Complex.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

FIELD/AMBASSADORS – 40216

The Department coordinates all athletic field reservations for both City and Newport Mesa Unified School District (NMUSD) athletic fields in accordance with the Joint Use Agreement. Fields are used by the City and community organizations playing soccer, tackle and flag football, rugby, baseball, softball, and other field games. Field ambassadors monitor field use, regulate light use (portable and permanent), and open/close athletic fields. Field ambassadors regularly audit field users to confirm local residency within each organization, as well as assisting in resolving field disputes in accordance with the Field Use and Allocation Policy.

During the COVID-19 pandemic, ambassadors were tasked with monitoring for compliance with pandemic related guidelines, including the closure of playgrounds and recreation amenities, and ensuring that there were no large gatherings or private classes without proper permits. Ambassadors report park usage numbers and place/replace signage, as needed.

Ambassadors also assist the Police Department and Park Rangers in monitoring areas parks and facilities including all Lion's Park facilities, and Fairview Park, to ensure that park visitors are not trespassing in protected and closed areas. Other ambassador duties include assistance at a variety of department special events that take place throughout the year.

YOUTH SPORTS – 40218

The Department hosts a variety of youth sports activities, including basketball, cheerleading, running, and general fitness for children entering into grades 1 – 6. There is a volleyball program offered for children entering grades 1 – 8 and a basketball clinic that includes practices and eight (8) weeks of league play (January through March). The cheerleading program provides a clinic, practices, and cheering for the eight (8) weeks of league basketball play (January through March), and the volleyball program provides a clinic, practices, and two (2) months of league play in the fall and spring seasons. The running program provides practices at local parks for eight (8) weeks to prepare for a 5K run that concludes the program, while the general fitness program provides nutritional and physical activities once a week for the R.O.C.K.S Afterschool Program and R.O.C.K.S Summer Program.

SENIOR CENTER – 40231

The Costa Mesa Senior Center, located at 695 W. 19th Street, provides a facility for Costa Mesa seniors, aged 50 and older. Programs are generally offered Monday through Friday from 8 a.m. to 4 p.m. for seniors to gather and participate in social, recreational, and personal enrichment programs designed to encourage a healthy and active lifestyle. Under the umbrella of the Senior Center, has its own program 40251, Medical Transportation Program (MTP), Social Services Program, and Meals on Wheels Orange County programs are administered. The MTP is funded through a grant by Hoag Hospital. The Social Services Program is funded partially by the Community Development Block Grant (CDBG). The Meals on Wheels Orange County program is funded by federal & state grants as well as private donations. Other Programs include but are not limited to: a Travel Program, Community Trips Program, Special Events, Fitness for Life classes, and Health & Wellness presentations and screenings.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

CAMP COSTA MESA - DAY CAMP – 40232

Camp Costa Mesa is a Day Camp program designed for children entering grades 1-6. The summer camp program is an 8 week program held at Estancia Park. There are also 1-2 week camps during Winter Recess, Presidents' Week, and Spring Break. These camps are held at the Balearic Community Center. In addition to these camps, the Department offers one-day camps during the school year that coincide with NMUSD staff development closures. The one-day camps are offered at the Balearic Community Center and include daily games, sports, arts and crafts, drama, songs, skits, education/historical classes, character-building activities, and excursions that emphasize active and healthy lifestyles.

PLAYGROUND PROGRAM (R.O.C.K.S) – 40233

The Recreation On Campus (R.O.C.K.S) program provides a fee-based afterschool program for children in grades K-6 at eleven (11) NMUSD elementary schools throughout the school year. The program includes free summer activities for children entering grades 1-6 for eight (8) weeks at three (3) locations, with an additional week at one (1) location. This program focuses on four areas: education, fitness, recreation, and enrichment in a structured environment. The program also provides staff for a free afterschool program at the Orange County Fair Grounds Centennial Farm, known as the "Ranch Program," for children interested in the fundamentals of gardening and farm animals.

TEEN PROGRAMS – 40236

The Department's Teen Programs provide free after-school activities for teens in grades seven through twelve at three (3) locations: Costa Mesa High School, TeWinkle Middle School, and the Downtown Recreation Center. This program offers games, sports, arts and crafts, and six (6) special teen events throughout the year including, but not limited to, a Back to School Pool Party, Holiday Movie Night, a Themed Dance, and a Dodgeball Tournament. Teen Summer Camp is a fee-based summer camp (8 weeks) that offers games, sports, arts and crafts, and weekly excursions that emphasize an active and healthy lifestyle. Pool Party, Holiday Movie Night, a Themed Dance, and Dodgeball Tournament. Teen Summer Camp is a fee-based summer camp (8 weeks) that offers games, sports, arts and crafts, and weekly excursions that emphasize an active and healthy lifestyle.

EARLY CHILDHOOD (L.E.A.P.) PROGRAM – 40241

The Department's fee-based Early Childhood Program children ages 3-5 years encourages a positive, social learning experience through the implementation of recreation activities that include directed play, games, arts and crafts, and music. This program is designed to prepare the children for entrance into kindergarten. The program is known as L.E.A.P.: Learn, Explore, and Play. There is a special summer camp component, Camp Mini Explorers, which allows participants to continue growing during the summer months.

ADULT INSTRUCTIONAL CLASSES – 40242

The Department offers fee-based classes that provide quarterly recreational, social, and sports activities for adults at City facilities, parks, and local business establishments.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

YOUTH INSTRUCTIONAL CLASSES – 40243

The Department offers fee-based classes for youth that provide quarterly recreational, social, enrichment, arts, adaptive and sports programs for youth at City facilities, parks, and local business establishments.

SPECIAL RECREATION EVENTS – 40244

The Department hosts Special Events throughout the year, often with partners in the community. These events include the Costa Mesa Fish Fry, the Scarecrow Festival, Concerts in the Park and Movies in the Park. These events provide family-friendly fun and recreational opportunities for all Costa Mesa residents.

MOBILE RECREATION – 40245

The Department hosts a mobile recreation program that provides enrichment opportunities through both structured and unstructured recreational and educational activities in areas of the community that have insufficient access to, or financial constraints to, City programs and/or parks. The Mobile Recreation Program consists of a van-sized vehicle full of athletic equipment, art supplies, games, puzzles, music, tables, chairs and healthy snacks. This program serves as an entertainment and marketing avenue at City special events.

BARK PARK – 40248

The Bark Park provides a social, off-leash, open-play environment for dog owners and their dog(s). There are separate areas for both small and large dogs. The Bark Park program includes staffing for maintenance, dog-related special events, classes, workshops, and partnerships with community organizations.

COMMUNITY GARDENS – 40249

The Department has two Community Gardens that provide gardening opportunities to members of the community. The two gardens are the Del Mar Community Garden, located at 170 Del Mar Street, which has 60 parcels and the Hamilton Community Garden, located at 523 Hamilton Street, which has 42 parcels. Each garden plot is leased annually to Costa Mesa residents to grow vegetables, flowers, fruits and plants. These gardens are typically booked year-round, with a wait list of residents that want to join the community garden program.

ANIMAL CARE SERVICES – 40250

The Department oversees the contracts for animal sheltering and adoption services and collaborates with Animal Control in the transport and documentation of City impounded animals to the contracted animal shelter facility. Animal Care also promotes adoptions to local residents and communicates with the contracted adoption agency and rescue organizations to find placement for animals. With the assistance of the Animal Services Committee, staff explore and provide the best practices to improve exceptional animal care services within the City.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

SENIOR MOBILITY PROGRAM – 40251

The Senior Mobility Program provides free transportation for seniors aged 62 and older, in and around Costa Mesa. Transportation is available for social, recreational, medical and other services as needed. The program serves more than 450 seniors per year and provides more than 6,500 rides on an annual basis. The Senior Mobility Program (SMP) is operated under the umbrella of the Senior Center and is funded by a grant from the Orange County Transportation Authority (OCTA).

ADMINISTRATION – 50001

The Department's Administrative staff are based out of City Hall and oversee and manage the administration of park reservations, special event permits, model aircraft fly permits and the registration for recreation classes, programs, and activities. They provide staff support to the Parks, Arts and Community Services Commission, the Animal Services Committee, the Cultural Arts Committee, the Fairview Park Steering Committee, the Historical Preservation Committee, and the Youth Sports Council.

PARKS, ARTS AND COMMUNITY SERVICES COMMISSION – 50125

The Parks, Arts and Community Services Commission provides recommendations to the City Council and various City departments in areas related to parks, arts and community services programs. The Commission is a seven-member advisory board appointed by the City Council from each voting district and at-large Mayor's appointment, the commission has one liaison for the Costa Mesa Senior Center and one liaison for Arts-related activities.

FAIRVIEW PARK STEERING COMMITTEE – 50145

The Fairview Park Steering Committee provides advice and recommendations to the City Council regarding the implementation of the Fairview Park Master Plan (FVP MP), the impacts of Measure AA on Capital Improvement Program projects, maintenance and activities, and recommends approval of grant applications, partnerships, and volunteer activities for the maintenance and implementation of the Fairview Park Master Plan.

CULTURAL ARTS COMMITTEE – 50190

The Cultural Arts Committee educates, enriches, and promotes cultural arts programs and resources to the residents of Costa Mesa, the City of the Arts. The Cultural Arts Committee hosts the annual signature ARTventure event, and other activities that are funded mostly by donations and sponsorships. The Committee also reviews and provides suggestions for the Arts and Culture Master Plan.

HISTORICAL PRESERVATION COMMITTEE – 50191

The Historical Preservation Committee maintains, educates, enriches, and promotes historical programs and resources throughout the City. These programs and activities are funded through donations, sponsorships, and the General Fund.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

ANIMAL SERVICES COMMITTEE – 50195

The Animal Services Committee maintains, educates, enriches, and promotes animal service programs and resources throughout the City. The goals of the Committee are to promote pet licensing within the City, assist with the planning of animal related events, and to explore and provide recommendations to improve animal services.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

- Provided environmental restoration public events at Fairview Park in November and December.
- Partnered with Sea & Sage Audubon Society to conduct bird observations and documentation throughout Fairview Park.
- Installed protective temporary fencing around sensitive habitats of vernal pools.
- Continued restoration project on Fairview Park vernal pools five, six and seven.
- Completed a successful third full-year in Animal Care Services' three-pronged approach through Animal Control, Newport Center Animal Hospital and Priceless Pet Rescue.
- Enhanced the City's animal-related webpages to provide more information to the public.
- Provided three inter-generational events to bridge the gap between the community senior and youth population.
- Successfully wrapped fourteen (14) city-owned utility boxes with local vinyl-printed artwork.
- Successfully transported seniors through an emergency contract with California Yellow Cab to maintain normal transportation services for seniors when the prior transportation provider ceased operations due to the COVID-19 pandemic.
- In partnership with Second Harvest Food Bank provided 140+ seniors food every Friday for the Senior Grocery Program.
- Provided 7,500 rides for seniors aged 60+ through the Senior Mobility Program and Medical Transportation Program.
- Secured Hoag Community Benefit program in the amount of \$50,000 from Hoag for the Senior Center's Medical Transportation Program.
- Secured CDBG funding in the amount of \$30,000 to fund the Senior Center's Social Services Program.
- Partnered with Hoag and the County of Orange to assist in vaccine distribution for senior citizens.
- Provided three lap swim sessions Monday to Friday and one Saturday session to accommodate nearly 500 swimmers each month during the pandemic.
- Successfully implemented independent/individualized community service workdays at the Community Gardens, due to COVID-19 pandemic restrictions.
- Successfully hosted more than 15 special events including Virtual Pet Fest, Virtual Scarecrow Making Contest, Virtual Battle of The Ages, Virtual Turkey Trot & Roll, Drive-thru Snoopy House, Virtual Winter WON-DOOR-land, Virtual Gingerbread House Contest, Drive-in Movie, Park Hop Eggstravaganza, Fitness Challenge, and Spring Dog Event
- Reactivated Lions Park Event Lawn with special events and programs, and partnered with the Donald Dungan Library to provide new programs.
- Initiated provision of virtual programming for cancelled in-person programming at the Costa Mesa Senior Center as a result of the COVID-19 pandemic to maintain provision of essential recreation and engagement with the community.

FISCAL YEAR 2021-22 GOALS






- Continued engagement with the community through initiating implementation of the Parks, Recreation and Open Space Master Plan.
- Provide services to seniors such as social services, health services, HICAP insurance counseling, and AARP tax prep and legal services.
- Continued to provide competitive softball leagues for all skill levels at quality facilities on a seasonal basis.
- Worked collaboratively with the Costa Mesa Senior Center to provide additional intergenerational events.
- Introduced specialized STEM based program activities into the R.O.C.K.S Program.
- Introduced inter-school competitive element to the Youth Fitness Program.
- Continued expanding the Department's engagement with the community by increasing the number of neighborhoods the Mobile Recreation program implements.
- Provided programs and services in a safe environment that are accessible to all.
- Successfully executed six (3) Teen Program events.
- Successfully executed two (2) dog-related public events at the Costa Mesa Bark Park.
- Continued community engagement and outreach on education of responsible pet ownership and care, no less than six (6) time throughout the year.
- Continued to develop outreach efforts to market and attract underserved groups in the community.
- Initiated calendaring of programs for the grand reopening of the Norma Hertzog Community Center.
- Pursued the formal adoption of the Arts and Culture Master Plan.
- Successfully hosted annual community and special events and maintain partnerships.
- Continued to enhance and activate the event lawn space at Lions Park
- Continued community engagement efforts through virtual programming, where applicable, for cancelled in-person programming and events as a result of the COVID-19 pandemic to maintain provision of essential recreation.
- Despite reductions in summer programming as a result of the COVID-19 pandemic, converted the recreation guide into a community resource guide to maintain essential engagement and communication with the community.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Parks and Community Services Department were developed in alignment with the City Council's priorities.








#	GOALS AND OBJECTIVES					
1	Continue Fairview Park restoration via public volunteer opportunities.			✓	✓	
2	Complete update for Fairview Park Master Plan.			✓	✓	
3	Complete update of Open Space Master Plan to support creative opportunities for passive and active open space recreation activities.			✓	✓	
4	Continue to responsibly expand virtual programming and events that have been impacted by the Covid-19 pandemic.		✓	✓		
5	Provide in-person programming and events, where permissible, that comply with State and local COVID-19 guidelines.		✓	✓		
6	Expand and develop new programs at the Senior Center through community engagement efforts that support the health and safety of senior citizens.		✓	✓		
7	Utilize the Costa Mesa's Arts and Culture Master Plan as a roadmap to create a five-year implementation plan.		✓	✓	✓	

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Parks and Community Services Department were developed in alignment with the City Council's priorities.

#	GOALS AND OBJECTIVES					
8	Continue to develop outreach efforts to provide free or low-cost programming to under-represented groups in the Costa Mesa community.			✓		
9	Continue to obtain funding to provide free or affordable social services and transportation to seniors for medical appointments and every day needs at a reasonable cost to the City.		✓	✓		
10	Creatively cultivate opportunities for passive and active recreation activities in open spaces.			✓	✓	
11	Expansion of Ketchum-Libolt Park			✓	✓	

*Please note, Goals and Objectives were achieved within imposed guidelines due to the COVID-19 pandemic.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Proposed
Percent of recreation programs meeting or exceeding cost recovery guidelines	100%	100%	100%
Percent of recreation survey respondents rating overall satisfaction with programs/services as above average	96%	100%	100%
Average monthly ridership on City Senior Mobility Program (SMP) & Medical Transportation Program (MTP)	1,000	1,200	800
Number of hours permitted on athletic fields (all user groups)	80,000	75,000	75,000
Number of classes offered and percentage cancelled	746 (16%)	980 (20%)	980 (20%)
Number of children served in day camp programs	1,100	1,100	1,100
Number of daily participants in drop-in recreation programs	15,130	21,150	21,150
Annual number of daily R.O.C.K.S program participants	110,000	112,000	112,000
Park reservations issued and percentage of non-residents	775 (5%)	725 (3%)	725 (3%)
Number of animals that were part of the shelter and adoption process	864	750	800
Number of animal licenses issued	3,892	3,200	3,200

*Please note, Goals and Objectives were achieved within imposed guidelines due to the COVID-19 pandemic.

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the Parks and Community Services Department is a decrease of \$291,429, or 3.6 percent, compared to the adopted budget for Fiscal Year 2020-21. The decrease is primarily due to reduced expenditures in the Park Development Fund. There were \$735,600 budgeted expenditures in FY 2020-21 for Park Development; for the Proposed FY 2021-22 budget, there are no expenditures. The decrease is offset with increase in the General and Arts Cultural Master Plan Funds. In Fiscal Year 20-21 the City cancelled majority of Parks programming due to COVID-19. For the Proposed FY 2021-22 budget, the programs have been restored in the General Fund with aide of the American Rescue Plan. There is a increase of \$249,770 in the General Fund expenditures. Additionally, there is an increase of appropriations for the new Arts Cultural Master Plan.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES DEPARTMENT BY FUNDING SOURCE				
General Fund - 101	\$ 6,611,825	\$ 5,562,516	\$ 7,414,732	\$ 7,664,502
Arts Cultural Master Plan - 130	-	-	-	194,401
Disaster Fund - 150	-	553,119	-	-
Park Development Fees - 208	-	304,171	735,600	-
Total Parks and Community Services Department	\$ 6,611,825	\$ 6,419,806	\$ 8,150,332	\$ 7,858,903

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES DEPARTMENT BY PROGRAM				
PARKS AND COMMUNITY SERVICES - 14300				

Parks and Community Services Administration - 50001

Salaries and Benefits	\$ 982,701	\$ 970,579	\$ 1,260,068	\$ 985,251
Maintenance and Operations	259,426	309,722	298,722	375,114
Fixed Assets	14,039	2,509	2,000	2,000
Subtotal Parks and Comm. Svs. Admin.	\$ 1,256,165	\$ 1,282,811	\$ 1,560,790	\$ 1,362,365

Fairview Park - 20115

Salaries and Benefits	\$ 195,511	\$ 207,293	\$ 251,231	\$ 283,738
Maintenance and Operations	12,679	329,969	399,200	4,000
Fixed Assets	-	2,896	340,400	-
Subtotal Fairview Park	\$ 208,189	\$ 540,158	\$ 990,831	\$ 287,738

Homeless Outreach - 20605

Salaries & Benefits	\$ -	\$ 64,130	\$ -	\$ -
Maintenance & Operations	-	110,845	-	-
Fixed Assets	-	-	-	-
Subtotal Homeless Outreach	\$ -	\$ 174,975	\$ -	\$ -

Downtown Recreation Center - 40121

Salaries and Benefits	\$ 118,460	\$ 96,722	\$ 131,221	\$ 221,166
Maintenance and Operations	88,797	82,830	101,200	75,470
Fixed Assets	-	-	-	-
Subtotal Downtown Recreation Center	\$ 207,257	\$ 179,553	\$ 232,421	\$ 296,636

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES - 14300 (continued)				
<u>Balearic Community Center - 40122</u>				
Salaries and Benefits	\$ 160,928	\$ 56,186	\$ 31,763	\$ 33,380
Maintenance and Operations	107,972	104,752	117,900	122,900
Fixed Assets	-	-	800	800
Subtotal Balearic Community Center	\$ 268,901	\$ 160,938	\$ 150,463	\$ 157,080
<u>Neighborhood Community Center - 40123</u>				
Salaries and Benefits	\$ 208,605	\$ 157,418	\$ 283,363	\$ 290,505
Maintenance and Operations	162,099	218,966	249,400	306,414
Fixed Assets	-	-	-	-
Subtotal Neighborhood Community Center	\$ 370,705	\$ 376,384	\$ 532,763	\$ 596,919
<u>Aquatics - 40212</u>				
Salaries and Benefits	\$ 196,773	\$ 168,875	\$ 292,336	\$ 246,249
Maintenance and Operations	17,956	9,308	13,400	13,400
Fixed Assets	-	-	-	-
Subtotal Aquatics	\$ 214,730	\$ 178,182	\$ 305,736	\$ 259,649
<u>Tennis - 40213</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	24,194	29,422	34,600	34,600
Fixed Assets	-	-	-	-
Subtotal Tennis	\$ 24,194	\$ 29,422	\$ 34,600	\$ 34,600
<u>Adult Sports Basketball - 40214</u>				
Salaries and Benefits	\$ 20,219	\$ 29,686	\$ 60,406	\$ 81,169
Maintenance and Operations	9,509	5,596	9,325	9,325
Fixed Assets	-	-	-	-
Subtotal Adult Sports Basketball	\$ 29,728	\$ 35,282	\$ 69,731	\$ 90,494
<u>Adult Sports Softball - 40215</u>				
Salaries and Benefits	\$ 9,603	\$ 12,451	\$ 14,021	\$ 34,864
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Adult Sports Softball	\$ 9,603	\$ 12,451	\$ 14,021	\$ 34,864
<u>Fields/Field Ambassadors - 40216</u>				
Salaries and Benefits	\$ 191,528	\$ 170,087	\$ 275,093	\$ 370,485
Maintenance and Operations	284,025	260,487	250,700	251,060
Fixed Assets	-	-	-	-
Subtotal Fields/Field Ambassadors	\$ 475,553	\$ 430,574	\$ 525,793	\$ 621,545
<u>Youth Sports - 40218</u>				
Salaries and Benefits	\$ 127,377	\$ 104,812	\$ 206,443	\$ 214,171
Maintenance and Operations	16,279	5,783	12,400	12,400
Fixed Assets	-	-	-	-
Subtotal Youth Sports	\$ 143,656	\$ 110,595	\$ 218,843	\$ 226,571
<u>Adult Sports Futsal - 40222</u>				
Salaries and Benefits	\$ 9,108	\$ 506	\$ -	\$ -
Maintenance and Operations	90	126	500	500
Fixed Assets	-	-	-	-
Subtotal Adult Sports Futsal	\$ 9,198	\$ 632	\$ 500	\$ 500

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES - 14300 (continued)				
<u>Senior Center - 40231</u>				
Salaries and Benefits	\$ 648,147	\$ 349,965	\$ 626,931	\$ 508,320
Maintenance and Operations	407,510	312,018	419,400	461,430
Fixed Assets	6,661	16,568	1,000	1,000
Subtotal Senior Center	\$ 1,062,318	\$ 678,551	\$ 1,047,331	\$ 970,750
<u>Day Camp - 40232</u>				
Salaries and Benefits	\$ 89,801	\$ 76,681	\$ 151,364	\$ 154,808
Maintenance and Operations	99,553	62,699	81,900	81,900
Fixed Assets	32	-	-	-
Subtotal Day Camp	\$ 189,386	\$ 139,380	\$ 233,264	\$ 236,708
<u>ROCKS (Playgrounds) - 40233</u>				
Salaries and Benefits	\$ 748,410	\$ 503,162	\$ 923,987	\$ 945,870
Maintenance and Operations	33,094	13,653	32,500	35,000
Fixed Assets	-	-	-	-
Subtotal ROCKS (Playgrounds)	\$ 781,504	\$ 516,815	\$ 956,487	\$ 980,870
<u>Teen Programs - 40236</u>				
Salaries and Benefits	\$ 129,887	\$ 99,321	\$ 152,686	\$ 130,226
Maintenance and Operations	32,664	15,634	26,200	26,200
Fixed Assets	-	-	-	-
Subtotal Teen Programs	\$ 162,551	\$ 114,955	\$ 178,886	\$ 156,426
<u>Concerts - 40237</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	125	7,500	10,000
Fixed Assets	-	-	-	-
Subtotal Concerts	\$ -	\$ 125	\$ 7,500	\$ 10,000
<u>Early Childhood - 40241</u>				
Salaries and Benefits	\$ 153,679	\$ 125,695	\$ 175,698	\$ 177,593
Maintenance and Operations	11,542	5,503	8,250	9,250
Fixed Assets	-	-	-	-
Subtotal Early Childhood	\$ 165,221	\$ 131,198	\$ 183,948	\$ 186,843
<u>Adult Instructional Classes - 40242</u>				
Salaries and Benefits	\$ 17,334	\$ 10,710	\$ 20,691	\$ 20,630
Maintenance and Operations	69,052	47,745	58,967	75,000
Fixed Assets	-	-	-	-
Subtotal Adult Instructional Classes	\$ 86,386	\$ 58,455	\$ 79,658	\$ 95,630
<u>Youth Instructional Classes - 40243</u>				
Salaries and Benefits	\$ 17,333	\$ 10,709	\$ 20,503	\$ 20,442
Maintenance and Operations	229,348	152,663	230,427	252,300
Fixed Assets	-	-	-	-
Subtotal Youth Instructional Classes	\$ 246,681	\$ 163,372	\$ 250,930	\$ 272,742

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES - 14300 (continued)				
<u>Special Recreation Events - 40244</u>				
Salaries and Benefits	\$ 16,226	\$ 7,703	\$ -	\$ -
Maintenance and Operations	343	-	-	-
Fixed Assets	-	-	-	-
Subtotal Special Recreation Events	\$ 16,569	\$ 7,703	\$ -	\$ -
<u>Mobile Recreation - 40245</u>				
Salaries and Benefits	\$ 102,442	\$ 42,108	\$ 63,753	\$ 65,648
Maintenance and Operations	3,454	1,015	3,000	3,500
Fixed Assets	-	-	-	-
Subtotal Mobile Recreation	\$ 105,896	\$ 43,123	\$ 66,753	\$ 69,148
<u>Bark Park - 40248</u>				
Salaries and Benefits	\$ 57,939	\$ 20,448	\$ 47,357	\$ 11,340
Maintenance and Operations	1,460	699	1,600	1,600
Fixed Assets	-	-	-	-
Subtotal Bark Park	\$ 59,399	\$ 21,147	\$ 48,957	\$ 12,940
<u>Community Gardens - 40249</u>				
Salaries and Benefits	\$ -	\$ 5,155	\$ 19,622	\$ 19,811
Maintenance and Operations	3,601	8,724	3,600	3,600
Fixed Assets	-	-	-	-
Subtotal Community Gardens	\$ 3,601	\$ 13,879	\$ 23,222	\$ 23,411
<u>Animal Care Services - 40250</u>				
Salaries and Benefits	\$ 42,062	\$ 228,081	\$ 56,544	\$ 168,697
Maintenance and Operations	336,494	285,155	305,311	438,400
Fixed Assets	-	-	-	-
Subtotal Animal Care Services	\$ 378,555	\$ 513,236	\$ 361,855	\$ 607,097
<u>Senior Mobility Program - 40251</u>				
Salaries and Benefits	\$ 20,583	\$ 34,570	\$ 50,799	\$ 51,726
Maintenance and Operations	93,307	80,816	2,800	2,800
Fixed Assets	-	-	-	-
Subtotal Senior Mobility Program	\$ 113,889	\$ 115,386	\$ 53,599	\$ 54,526
<u>Parks, Arts and Community Services Commission - 50125</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	4,214	4,600	7,950	7,950
Fixed Assets	-	-	-	-
Subtotal Parks, Arts and Comm. Svs. Comm.	\$ 4,214	\$ 4,600	\$ 7,950	\$ 7,950
<u>Senior Commission - 50126</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	2,000	-	-	-
Fixed Assets	-	-	-	-
Subtotal Senior Commission	\$ 2,000	\$ -	\$ -	\$ -

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES - 14300 (continued)				
<u>Cultural Arts Committee - 50190</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ 120,001
Maintenance and Operations	14,400	7,681	13,000	84,400
Fixed Assets	-	-	-	-
Subtotal Cultural Arts Committee	\$ 14,400	\$ 7,681	\$ 13,000	\$ 204,401
<u>Historic Preservation Committee - 50191</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	1,374	100	500	500
Fixed Assets	-	-	-	-
Subtotal Historic Preservation Committee	\$ 1,374	\$ 100	\$ 500	\$ 500
<u>Emergency Services - 51040</u>				
Salaries and Benefits	\$ -	\$ 353,928	\$ -	\$ -
Maintenance and Operations	-	24,183	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 378,111	\$ -	\$ -
<u>Local Emergency Responses - 52100</u>				
Salaries and Benefits	\$ -	\$ 33	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ -	\$ 33	\$ -	\$ -
TOTAL PARKS AND COMMUNITY SERVICES DEPARTMENT				
Salaries and Benefits	\$ 4,264,656	\$ 3,907,013	\$ 5,115,880	\$ 5,156,090
Maintenance and Operations	2,326,437	2,490,820	2,690,252	2,699,013
Fixed Assets	20,732	21,973	344,200	3,800
Total Parks and Community Services Department	\$ 6,611,825	\$ 6,419,806	\$ 8,150,332	\$ 7,858,903

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 1,018,083	\$ 1,083,327	\$ 1,261,809	\$ 1,386,718
Regular Salaries - Part time	501300	2,026,491	1,666,246	2,351,986	2,342,239
Overtime	501400	28,129	20,216	10,340	10,340
Vacation/Comp. Time Cash Out	501600	12,255	9,812	3,760	3,760
Holiday Allowance	501700	5,766	6,452	1,880	1,880
Separation Pay-Off	501800	3,200	40,035	940	940
Other Compensation	501900	9,945	9,070	15,381	809
Vacancy Attrition	501000	-	-	(217,992)	(298,366)
Cafeteria Plan	505100	196,515	223,150	388,839	429,219
Medicare	505200	46,348	42,687	52,622	54,083
Retirement	505300	764,036	799,101	1,234,615	1,212,768
Executive Professional Development	505500	21,474	4,412	4,800	4,800
Auto Allowance	505600	6,919	2,502	6,900	6,900
Unemployment	505800	1,476	-	-	-
Workers' Compensation	505900	124,090	-	-	-
Subtotal Salaries & Benefits		\$ 4,264,726	\$ 3,907,013	\$ 5,115,880	\$ 5,156,090
Maintenance and Operations					
Stationery and Office	510100	\$ 33,627	\$ 12,194	\$ 22,100	\$ 22,850
Multi-Media, Promotions and Subs	510200	94,712	84,760	95,850	147,400
Small Tools and Equipment	510300	77,610	33,836	70,625	70,625
Uniform & Clothing	510400	33,216	9,952	19,200	25,200
Safety and Health	510500	32,493	5,855	16,750	16,750
Maintenance & Construction	510600	16,494	10,807	15,600	15,600
Electricity - Buildings & Fac.	515100	82,317	78,435	120,300	94,570
Electricity - Power	515200	22,517	19,649	26,600	26,600
Gas	515400	21,366	18,307	20,400	20,400
Water - Domestic	515500	12,861	15,429	18,100	18,100
Janitorial and Housekeeping	515800	99,657	100,771	125,600	139,220
Postage	520100	42,872	-	-	-
Telephone/Radio/Communications	520400	19,957	17,383	20,300	20,900
Meetings & Conferences	520500	244	45	200	200
Mileage Reimbursement	520600	494	104	600	600
Dues and Memberships	520700	-	3,621	-	1,885
Board Member Fees	520800	6,200	4,600	7,700	16,100
Professional Development	520900	-	3,665	12,600	17,215
Buildings and Structures	525100	500	1,565	-	-
Landscaping and Sprinklers	525200	7,703	10,611	-	-

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT					
Maintenance and Operations (Continued)					
Office Equipment	525700	4,727	6,134	1,900	1,900
Other Equipment	525800	13,714	13,532	11,000	16,300
Consulting	530200	428,879	797,746	867,211	670,094
Legal	530300	986	26,067	-	-
Medical and Health Inspection	530600	232	284	700	700
Recreation	530800	486,988	295,010	382,442	515,330
External Rent	535400	506,195	444,671	468,000	468,000
Grants, Loans and Subsidies	535500	-	-	3,000	7,000
Central Services	535800	51,790	18,785	20,501	20,501
Internal Rent - Postage	535900	-	33,636	42,137	42,137
Internal Rent - Maintenance	536100	48,119	47,300	47,300	47,300
Internal Rent - Repl.Cost	536200	23,914	14,400	14,400	14,400
Internal Rent - IT Replacement	536300	11,220	-	-	-
Internal Rent - Fuel	536400	-	24,736	18,300	18,300
Internal Rent - General Liability	536500	-	67,400	88,367	88,367
Internal Rent - Workers' Comp	536600	-	99,500	99,891	99,891
Internal Rent - Unemployment	536700	-	11,327	12,078	12,078
General Liability	540100	127,246	-	-	-
Taxes & Assessments	540700	17,517	17,691	20,500	20,500
Emergency Protective Measure	580200	-	135,028	-	-
Subtotal Maintenance & Operations		\$ 2,326,367	\$ 2,490,820	\$ 2,690,252	\$ 2,699,013
Fixed Assets					
Office Equipment	590700	\$ 6,221	\$ -	\$ -	\$ -
Other Equipment	590800	14,511	21,973	344,200	3,800
Subtotal Fixed Assets		\$ 20,732	\$ 21,973	\$ 344,200	\$ 3,800
Total Parks and Community Services Department		\$ 6,611,825	\$ 6,419,806	\$ 8,150,332	\$ 7,858,903

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 1,018,083	\$ 904,599	\$ 1,261,809	\$ 1,319,718
Regular Salaries - Part time	501300	2,026,491	1,495,090	2,351,986	2,342,239
Overtime	501400	28,129	14,724	10,340	10,340
Vacation/Comp. Time Cash Out	501600	12,255	9,812	3,760	3,760
Holiday Allowance	501700	5,766	6,452	1,880	1,880
Separation Pay-Off	501800	3,200	40,035	940	940
Other Compensation	501900	9,945	9,070	15,381	809
Vacancy Attrition	501000	-	-	(217,992)	(298,366)
Cafeteria Plan	505100	196,515	183,930	388,839	411,915
Medicare	505200	46,348	37,486	52,622	53,111
Retirement	505300	764,036	780,808	1,234,615	1,178,043
Executive Professional Development	505500	21,474	4,412	4,800	4,800
Auto Allowance	505600	6,919	2,502	6,900	6,900
Unemployment	505800	1,476	-	-	-
Workers' Compensation	505900	124,090	-	-	-
Subtotal Salaries & Benefits		\$ 4,264,726	\$ 3,488,922	\$ 5,115,880	\$ 5,036,089

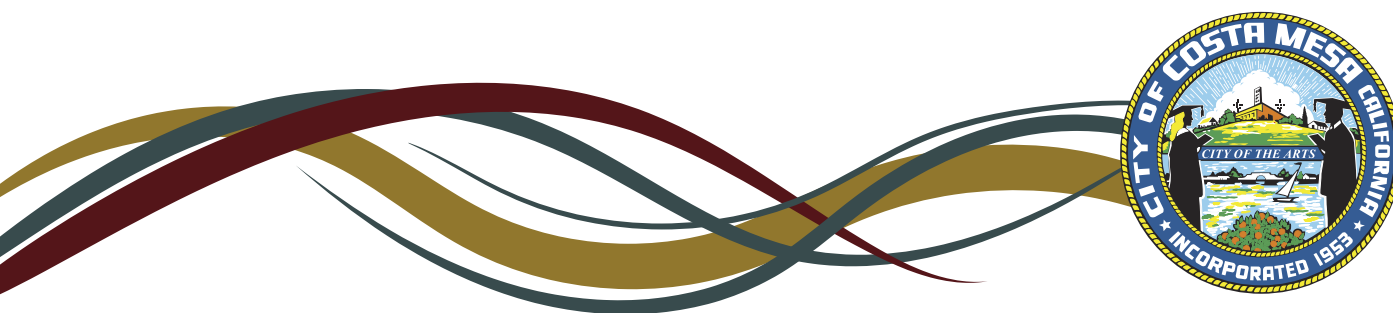
Maintenance and Operations					
Stationery and Office	510100	\$ 33,627	\$ 12,194	\$ 22,100	\$ 22,850
Multi-Media, Promotions and Subs	510200	94,712	84,760	95,850	131,900
Small Tools and Equipment	510300	77,610	33,836	70,625	70,625
Uniform & Clothing	510400	33,216	9,952	19,200	25,200
Safety and Health	510500	32,493	5,855	16,750	16,750
Maintenance & Construction	510600	16,494	10,807	15,600	15,600
Electricity - Buildings & Fac.	515100	82,317	78,435	120,300	94,570
Electricity - Power	515200	22,517	19,649	26,600	26,600
Gas	515400	21,366	18,307	20,400	20,400
Water - Domestic	515500	12,861	15,429	18,100	18,100
Janitorial and Housekeeping	515800	99,657	100,771	125,600	139,220
Postage	520100	42,872	-	-	-
Telephone/Radio/Communications	520400	19,957	17,383	20,300	20,900
Meetings & Conferences	520500	244	45	200	200
Mileage Reimbursement	520600	494	104	600	600
Dues and Memberships	520700	-	3,621	-	1,885
Board Member Fees	520800	6,200	4,600	7,700	7,700
Professional Development	520900	-	3,665	12,600	17,215
Buildings and Structures	525100	500	1,565	-	-
Landscaping and Sprinklers	525200	7,703	-	-	-

PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (Continued)					
Office Equipment	525700	4,727	6,134	1,900	1,900
Other Equipment	525800	13,714	13,532	11,000	16,300
Consulting	530200	428,879	507,081	472,011	643,594
Legal	530300	986	26,067	-	-
Medical and Health Inspection	530600	232	284	700	700
Recreation	530800	486,988	295,010	382,442	495,330
External Rent	535400	506,195	444,671	468,000	468,000
Grants, Loans and Subsidies	535500	-	-	3,000	3,000
Central Services	535800	51,790	18,785	20,501	20,501
Internal Rent - Postage	535900	-	33,636	42,137	42,137
Internal Rent - Maintenance	536100	48,119	47,300	47,300	47,300
Internal Rent - Repl.Cost	536200	23,914	14,400	14,400	14,400
Internal Rent - IT Replacement	536300	11,220	-	-	-
Internal Rent - Fuel	536400	-	24,736	18,300	18,300
Internal Rent - General Liability	536500	-	67,400	88,367	88,367
Internal Rent - Workers' Comp	536600	-	99,500	99,891	99,891
Internal Rent - Unemployment	536700	-	11,327	12,078	12,078
General Liability	540100	127,246	-	-	-
Taxes & Assessments	540700	17,517	17,691	20,500	20,500
Subtotal Maintenance & Operations		\$ 2,326,367	\$ 2,054,517	\$ 2,295,052	\$ 2,624,613
Fixed Assets					
Office Equipment	590700	\$ 6,221	\$ -	\$ -	\$ -
Other Equipment	590800	14,511	19,078	3,800	3,800
Subtotal Fixed Assets		\$ 20,732	\$ 19,078	\$ 3,800	\$ 3,800
Total Parks and Community Services Department		\$ 6,611,825	\$ 5,562,516	\$ 7,414,732	\$ 7,664,502





INFORMATION TECHNOLOGY DEPARTMENT

INFORMATION TECHNOLOGY ADMINISTRATION

1.0 FTE - **Information Technology Director**
1.0 FTE - **Information Technology Manager**
1.0 FTE - Executive Secretary
0.5 FTE - Part-Time Management Analyst

COMPUTER OPERATIONS AND NETWORKING

1.0 FTE - **Computer Operations & Networking
Supervisor**
6.0 FTE - Network Administrator

SYSTEMS AND PROGRAMING

1.0 FTE - **Systems & Programming Supervisor**
3.0 FTE - Senior Programmer Analyst
3.0 FTE - Programmer Analyst II



INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Department (IT) is responsible for network administration; software development and installation; maintenance of hardware and software, including upgrades and replacements; database management; wireless phones; and the support and oversight of all technology-related products and services for all departments, including the Police and Fire Departments of the City of Costa Mesa. The Department's daily activities include, but are not limited to: maintenance of all computer systems; ensuring that virus protection software are up-to-date and functioning properly; maintenance of a help desk to help troubleshoot computer-related problems; and ensuring that employees are connected and the City websites are working properly and safely. IT is also responsible for the operation, maintenance, deployment, and utilization of all City computers. The department has 17 full-time positions composed of two management, two supervisory, twelve professional, and one clerical position. Part-time staffing consists of 0.50 full-time equivalents. IT has three divisions:

- Administration
- Computer Operations and Networking
- Systems and Programming

INFORMATION TECHNOLOGY DEPARTMENT - 14600

ADMINISTRATION – 50001

Coordinates and supervises the Department's activities; manages the networking resources of the City; and advises the City Manager and the City Council on computer-related technological issues.

COMPUTER OPERATIONS AND NETWORKING – 50710

Operates and monitors computer equipment in support of both Public Safety and general City services in a 7-day, 24-hour operation. Maintains data files and processes business applications and reports distribution in a networked client-server environment. Monitor cybersecurity applications to ensure City networks are secure.

SYSTEMS AND PROGRAMMING – 50720

Supports and enhances applications for Public Safety and general City services. Coordinates systems implementations, maintenance, and processing solutions for ad hoc data processing requests in networked client-server and internet/intranet environments.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

- Began the implementation of the Information Technology Strategic Plan. To complete the plan, started recruitment efforts for I.T. Manager, LaserFiche programmer, and an additional network administrator.
- Started working with PD on their MDC replacement.
- Distributed laptops for remote work because of the pandemic.
- Built the infrastructure for working from home because of the pandemic.
- Installed network for body-worn cameras.
- Rolled out the Zoom application and Dropbox to staff.
- Implemented COVID-19 related changes in HR/Payroll system, such as new Time Reporting Codes and furlough leave bank.
- Created new crystal reports for CAD/RMS and PeopleSoft.
- Implemented new features in Homeless Web Application.
- Created new GIS server environment.
- Implemented new permit types in Permits Plus and more forms in SeamlessDocs.

FISCAL YEAR 2021-2022 GOALS






- Continue with the implementation of the I.T. Strategic Plan.
- Update the backup procedure and equipment.
- Continue with Phase II of desktop replacement computers.
- Complete the I.T. portion of the homeless shelter and the I.T. portion of the NCC project.
- Refresh Wi-Fi network for City Hall and for PD.
- Continue to implement the new LMS system.
- Prepare for the new ERP RFP process.
- SQL Server 2016 upgrade.
- Complete new GIS enterprise environment, and create more online map applications.
- Implement Laserfiche Enterprise Strategy.

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Information Technology Department were developed in alignment with the City Council's goals and priorities.



#	GOALS AND OBJECTIVES					
1	Continue with the implementation of the I.T. Strategic Plan.	✓	✓	✓	✓	
2	Update the backup procedure and equipment.		✓	✓	✓	
3	Replace a number of desktop computers.		✓	✓	✓	
4	Complete the I.T. portion of the homeless shelter and the I.T. portion of the NCC project.		✓	✓	✓	✓
5	Refresh Wi-Fi network for City Hall and for PD.		✓	✓	✓	
6	Implement the new LMS system.	✓	✓	✓	✓	
7	Prepare for the new ERP system.	✓	✓	✓	✓	
8	SQL Server 2016 upgrade.		✓		✓	
9	Complete new GIS enterprise environment, and create more online map applications.	✓	✓	✓	✓	

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Proposed
Number of Printers/Terminals maintained	115/430	344/585	392/636
Number of Forms and Help Desk requests resolved	3,360	1,162	1978
Number of City developed software applications	10	5	5
Number of servers maintained	105	144	208
Number of miscellaneous devices maintained	60	150	390
Number of vendor software applications maintained*	700	300	360

*It is difficult to determine the exact number of vendor software applications maintained as each department has different requirements.

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 all funds budget of \$9.3 million, an increase of \$3.8 million, or 68 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase is mostly attributed to appropriating \$2.7 million from undesignated fund balance in the IT Replacement Fund to the various technology projects as per the IT Strategic Plan. Further, Fund 603 is fully funded to the CAN amount of 1.5 percent of General Fund revenues.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
INFORMATION TECHNOLOGY DEPARTMENT BY FUNDING SOURCE				
General Fund - 101	\$ 3,043,527	\$ 3,191,744	\$ 3,714,192	\$ 4,523,856
Disaster Fund - 150	-	242,550	-	-
IT Replacement Fund - 603	270,346	107,494	1,861,924	4,838,162
Total Information Technology Department	\$ 3,313,873	\$ 3,541,789	\$ 5,576,116	\$ 9,362,018

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
INFORMATION TECHNOLOGY DEPARTMENT BY PROGRAM				
INFORMATION TECHNOLOGY - 14600				

IT Administration - 50001

Salaries and Benefits	\$ 497,680	\$ 413,526	\$ 336,985	\$ 404,477
Maintenance and Operations	164,449	51,412	59,434	59,434
Fixed Assets	-	-	-	10,000
Subtotal IT Administration	\$ 662,130	\$ 464,937	\$ 396,419	\$ 473,911

Computer Operations - 50710

Salaries and Benefits	\$ 747,805	\$ 731,096	\$ 927,760	\$ 1,479,069
Maintenance and Operations	177,140	300,043	313,322	368,147
Fixed Assets	541,549	409,862	2,316,023	5,150,881
Subtotal Computer Operations	\$ 1,466,494	\$ 1,441,001	\$ 3,557,105	\$ 6,998,097

Computer Systems Development - 50720

Salaries and Benefits	\$ 771,062	\$ 790,892	\$ 968,000	\$ 1,046,015
Maintenance and Operations	52,742	47,920	93,625	147,250
Fixed Assets	361,445	554,487	560,967	696,745
Subtotal Computer Systems Develop.	\$ 1,185,249	\$ 1,393,300	\$ 1,622,592	\$ 1,890,010

Emergency Services - 51040

Salaries and Benefits	\$ -	\$ 117,440	\$ -	\$ -
Maintenance and Operations	-	124,985	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 242,425	\$ -	\$ -

Local Emergency Responses - 52100

Salaries and Benefits	\$ -	\$ 125	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ -	\$ 125	\$ -	\$ -

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

TOTAL INFORMATION TECHNOLOGY DEPARTMENT

Salaries and Benefits	\$	2,016,548	\$	2,053,079	\$	2,232,745	\$	2,929,561
Maintenance and Operations		394,332		524,360		466,381		574,831
Fixed Assets		902,994		964,349		2,876,990		5,857,626
Total Information Technology Department	\$	3,313,873	\$	3,541,789	\$	5,576,116	\$	9,362,018

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
INFORMATION TECHNOLOGY DEPARTMENT BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 1,063,958	\$ 1,166,959	\$ 1,415,694	\$ 1,887,562
Regular Salaries - Part time	501300	139,914	99,604	44,513	42,817
Overtime	501400	103,194	139,252	100,605	100,605
Vacation/Comp. Time Cash Out	501600	5,584	9,222	3,040	3,040
Holiday Allowance	501700	3,273	4,712	3,420	3,420
Other Compensation	501900	2,695	2,754	1,927	1,927
Vacancy Attrition	501000	-	-	(208,870)	(48,870)
Cafeteria Plan	505100	154,978	181,431	211,300	299,161
Medicare	505200	19,576	21,172	21,201	28,019
Retirement	505300	423,852	418,131	630,115	600,180
Executive Professional Development	505500	42,038	2,905	2,900	4,800
Auto Allowance	505600	6,919	6,938	6,900	6,900
Unemployment	505800	930	-	-	-
Workers' Compensation	505900	49,636	-	-	-
Subtotal Salaries & Benefits		\$ 2,016,548	\$ 2,053,079	\$ 2,232,745	\$ 2,929,561

Maintenance and Operations

Stationery and Office	510100	\$ 2,786	\$ 1,730	\$ 2,800	\$ 2,800
Multi-Media, Promotions and Subs	510200	88	388	700	700
Small Tools and Equipment	510300	493	-	2,000	2,000
Safety and Health	510500	500	581	500	500
Postage	520100	62	-	-	-
Telephone/Radio/Communications	520400	59,193	245,553	260,600	260,600
Meetings & Conferences	520500	132	413	1,500	1,500
Mileage Reimbursement	520600	218	-	350	350
Professional Development	520900	-	16,297	18,450	35,900
Office Equipment	525700	4,219	3,284	5,000	5,000
Consulting	530200	248,560	55,164	140,447	180,447
External Rent	535400	3,587	2,662	5,000	5,000
Depreciation	535600	-	33,804	-	50,000
Central Services	535800	43	979	1,007	1,007
Internal Rent - Postage	535900	-	41	21	21
Internal Rent - IT Replacement	536300	42,640	-	-	-

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

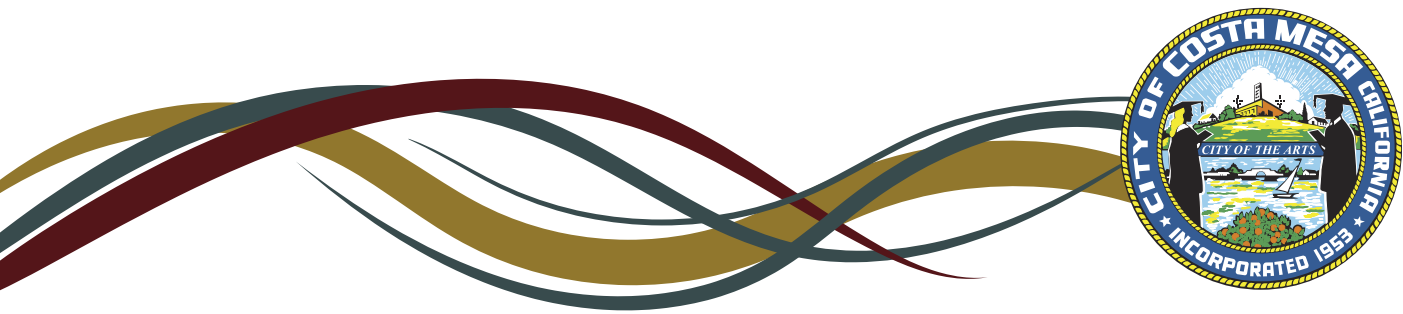
Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
INFORMATION TECHNOLOGY DEPARTMENT BY ACCOUNT					
Maintenance and Operations (continued)					
Internal Rent - General Liability	536500	-	22,500	15,594	15,594
Internal Rent - Workers' Comp	536600	-	13,400	10,834	10,834
Internal Rent - Unemployment	536700	-	1,579	1,578	1,578
General Liability	540100	31,811	-	-	-
Emergency Protective Measure	580200	-	124,985	-	-
Subtotal Maintenance & Operations		\$ 394,332	\$ 524,360	\$ 466,381	\$ 574,831
Fixed Assets					
Other Equipment	590800	\$ 902,994	\$ 964,349	\$ 2,876,990	\$ 5,847,626
Subtotal Fixed Assets		\$ 902,994	\$ 964,349	\$ 2,876,990	\$ 5,857,626
Total Information Technology Department		\$ 3,313,873	\$ 3,541,789	\$ 5,576,116	\$ 9,362,018

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
INFORMATION TECHNOLOGY DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 1,063,958	\$ 1,098,049	\$ 1,415,694	\$1,781,940
Regular Salaries - Part time	501300	139,914	86,604	44,513	42,817
Overtime	501400	103,194	119,141	100,605	100,605
Vacation/Comp. Time Cash Out	501600	5,584	9,222	3,040	3,040
Holiday Allowance	501700	3,273	4,712	3,420	3,420
Other Compensation	501900	2,695	2,754	1,927	1,927
Vacancy Attrition	501000	-	-	(208,870)	(48,870)
Cafeteria Plan	505100	154,978	170,610	211,300	281,857
Medicare	505200	19,576	19,716	21,201	26,487
Retirement	505300	423,852	392,015	630,115	565,357
Executive Professional Development	505500	42,038	2,905	2,900	4,800
Auto Allowance	505600	6,919	6,938	6,900	6,900
Unemployment	505800	930	-	-	-
Workers' Compensation	505900	49,636	-	-	-
Subtotal Salaries & Benefits		\$ 2,016,548	\$ 1,912,666	\$ 2,232,745	\$2,770,280
Maintenance and Operations					
Stationery and Office	510100	\$ 2,786	\$ 1,730	\$ 2,800	\$ 2,800
Multi-Media, Promotions and Subs	510200	88	388	700	700
Small Tools and Equipment	510300	493	-	2,000	2,000
Safety and Health	510500	500	581	500	500
Postage	520100	62	-	-	-
Telephone/Radio/Communications	520400	59,193	245,553	260,600	260,600
Meetings & Conferences	520500	132	413	1,500	1,500
Mileage Reimbursement	520600	218	-	350	350
Professional Development	520900	-	16,297	18,450	35,900
Office Equipment	525700	4,219	3,284	5,000	5,000
Consulting	530200	248,560	34,924	140,447	180,447
External Rent	535400	3,587	2,662	5,000	5,000
Central Services	535800	43	979	1,007	1,007
Internal Rent - Postage	535900	-	41	21	21
Internal Rent - IT Replacement	536300	42,640	-	-	-
Internal Rent - General Liability	536500	-	22,500	15,594	15,594
Internal Rent - Workers' Comp	536600	-	13,400	10,834	10,834
Internal Rent - Unemployment	536700	-	1,579	1,578	1,578

INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
INFORMATION TECHNOLOGY DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (Continued)					
General Liability	540100	31,811	-	-	-
Subtotal Maintenance & Operations		\$ 394,332	\$ 345,332	\$ 466,381	\$ 524,831
Fixed Assets					
Other Equipment	590800	\$ 632,648	\$ 933,747	\$ 1,015,066	\$1,218,745
Subtotal Fixed Assets		\$ 632,648	\$ 933,747	\$ 1,015,066	\$1,228,745
Total Information Technology Department		\$ 3,043,527	\$ 3,191,744	\$ 3,714,192	\$4,523,856



POLICE DEPARTMENT

POLICE DEPARTMENT

POLICE DEPARTMENT

POLICE ADMINISTRATION

1.0 FTE - **Police Chief**
1.0 FTE - Crime Prevention Specialist
2.0 FTE - Executive Secretary
1.0 FTE - Police Lieutenant
1.0 FTE - Police Officer
2.0 FTE - Police Sergeant
1.0 FTE - Police Training Assistant
1.0 FTE - Public Affairs Manager
1.0 FTE - Range Master
1.0 FTE - Management Analyst
0.46 FTE - Part-Time

POLICE FIELD OPERATIONS

1.0 FTE - **Police Captain**
2.0 FTE - Animal Control Officer
5.0 FTE - Community Services Specialist
6.0 FTE - Park Ranger
4.0 FTE - Police Lieutenant
81.0 FTE - Police Officer
15.0 FTE - Police Sergeant
1.0 FTE - Senior Police Officer
9.59 FTE - Part-Time

POLICE SUPPORT SERVICES

1.0 FTE - **Police Captain**
1.0 FTE - Administrative Secretary
1.0 FTE - Civilian Investigator
1.0 FTE - Communications Installer
11.0 FTE - Communications Officer
4.0 FTE - Communications Supervisor
1.0 FTE - Community Services Specialist
1.0 FTE - Court Liaison
1.0 FTE - Crime Analyst
1.0 FTE - Crime Scene Investigation Supervisor
3.0 FTE - Crime Scene Specialist
1.0 FTE - Electronics Technician
1.0 FTE - Emergency Services Administrator
1.0 FTE - Office Specialist II
2.0 FTE - Police Lieutenant
23.0 FTE - Police Officer
1.0 FTE - Police Records Administrator
1.0 FTE - Police Records Bureau Supervisor
3.0 FTE - Police Records Shift Supervisor
4.0 FTE - Police Sergeant
1.0 FTE - Property/Evidence Specialist
1.0 FTE - Property/Evidence Supervisor
6.0 FTE - Senior Communications Officer
1.0 FTE - Senior Communications Supervisor
1.0 FTE - Senior Police Officer
16.0 FTE - Senior Police Records Technician
10.31 FTE - Part-Time



POLICE DEPARTMENT

The Police Department is tasked with protecting life and property while preserving the peace. The department has 216 full-time positions, of which 138 are sworn and 78 are professional staff. Full-time staffing is composed of 13 management positions, 32 supervisory, and 171 line-level positions. Part-time staffing consists of 20.36 full-time equivalents. The department is comprised of three divisions and each division is further split into different programs. The three divisions are as follows:

- *Police Administration*
- *Police Field Operations*
- *Police Support Services*

POLICE ADMINISTRATION - 15100

ADMINISTRATION – 50001

Conducts the department's overall direction and planning with input from other divisions; provides advice to the City Manager and City Council on public safety issues; provides internal investigations through the Professional Standards Unit; performs public affairs services; and manages department budget and grant administration.

TRAINING – 10133

Provides and coordinates training programs, and the recruitment and selection of candidates for vacant positions within the department, adhering to the guidelines established by statutory and state-mandated Peace Officer Standard and Training (POST) requirements for sworn and civilian personnel; develops and evaluates daily in-service programs.

EMERGENCY SERVICES – 51040

Serves as the office responsible for the City's disaster preparedness; acts as liaison to other government agencies, private sector, schools and special districts, non-government and volunteer organizations on disaster preparedness; conducts disaster planning meetings, training and exercises; maintains disaster supplies; administers the Emergency Operations Center (EOC), the Joint Information Center (JIC) and the City's Emergency Operations Plan; and ensures compliance with the National Incident Management System (NIMS).

POLICE FIELD OPERATIONS - 15300

FIELD OPERATIONS – 10111

Provides public safety services through patrol-related policing activity; coordinates community-oriented policing services; supervises the Police Reserve Program; provides public park safety services through the Park Ranger Unit; and provides business-related services to the public via the front desk.

TRAFFIC SAFETY – 10113

Enforces State and City traffic laws; provides follow-up investigation and prosecution of traffic-related criminal cases; and coordinates personnel to respond to and investigate traffic collisions.

CONTRACT & SPECIAL EVENTS – 10114

Provides special event public safety and traffic management services requested by the community on a contract-for-pay basis.

POLICE DEPARTMENT (CONTINUED)

ANIMAL CONTROL – 10139

Regulates, controls, and prevents rabies in the wild and domesticated animal population in the City; impounds strays or unlicensed animals; and enforces those laws and ordinances applying to animals within the City.

SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) – 10143

The Selective Traffic Enforcement Program (STEP) is designed to fund traffic safety related enforcement and education efforts to reduce alcohol related traffic collisions; address aggressive driving practices, particularly speed and red light/stop sign violations; and to increase the overall traffic safety in the City.

POLICE SUPPORT SERVICES - 15400

ADMINISTRATION – 50001

Provides essential logistical support services to the Police Department through the below-listed programs; responsible for computer-related activities associated with the 24-hour operation of the City's public safety computer system; and responsible for the research and development of numerous programs, including safety equipment, new laws and regulations, and policy development.

HELICOPTER PATROL – 10112

Provides helicopter patrol services through a contract with the City of Huntington Beach.

CRIME INVESTIGATION – 10120

Investigates criminal activities including: homicide, rape, robbery, and assault; larcenies, including grand theft, auto theft, and fraud; residential, commercial, and vehicle burglaries reported in the City; fraudulent checks and forgery cases, including identity theft, crimes against persons and property, and where the suspect or victim is a juvenile. The program objective is the investigation of Part I Crimes; case preparation; the apprehension, prosecution and conviction of perpetrators; and the recovery of stolen property.

SPECIAL INVESTIGATIONS UNIT – 10127

Investigates illegal narcotics activity with emphasis on traffickers; vice and prostitution; and specialized investigations as determined by the Department.

RECORDS/INFORMATION UNIT – 10131

Responsible for the electronic and manual processing, storing, and reporting of all crime and arrest reports, citation processing, and ancillary report processing to meet the Department of Justice crime statistics reporting mandates.

CRIME SCENE INVESTIGATIONS/PHOTOS – 10132

Provides investigative support for the collection, processing and preservation of evidence at crime scenes; laboratory and photographic support for evidentiary and non-evidentiary requests.

YOUTH CRIME INTERVENTION – 10135

Provides services to local schools; criminal street gang suppression and investigation; and coordinates outreach intervention opportunities through the Gang Investigations Unit.

POLICE DEPARTMENT (CONTINUED)

PROPERTY AND EVIDENCE – 10136

Maintains records; stores, preserves, and disposes of property and evidence consistent with legal guidelines.

JAIL OPERATIONS – 10137

Provides jail services through a contract with G4S.

TELECOMMUNICATIONS OPERATIONS – 51020

Provides a centralized, computer-aided Communications Dispatch Center that receives citizen requests for emergency fire, paramedics and police services; provides medical pre-arrival instructions using Emergency Medical Dispatch (EMD) procedures; provides a means of contact for emergency Public Services, Water District service and Orange Coast College Security outside of normal business hours.

TECHNICAL SUPPORT AND MAINTENANCE – 51020

Provides operational integrity of the City's telecommunications infrastructure for data and voice; provides systems and equipment installations and electronics maintenance; oversees inter-operation of telephone, radio, audio, fire alerting system, selected data and video assets in buildings and facilities, outside plant, and in automotive/mobile and portable configurations.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

- Supported and focused on community policing with reinstituted bike patrols, increased social media presence, and created virtual events to enhance community engagement, interaction, and partnerships.
- Improved staffing in the Police Department through the proactive recruitment and hiring of both new police officers and professional staff to fill vacancies.
- Upgraded critical public safety infrastructure systems through the implementation and deployment of a new police in-car audio, video, and body worn camera (BWC) system; completed design of fire range remodel, completed CCTV security upgrade, and upgraded City's VESTA 911 phone system.
- Identified and tested new mobile data computers (MDCs) in police vehicles.
- Implemented and deployed Unmanned Aerial System (UAS) program.
- Built upon City's Emergency Preparedness Program through the development of a continuity plan, partnerships, endorsement of the Operational Area agreement for emergency management, and obtaining adequate supply of personal protective equipment for City staff.
- Modernized the City's Emergency Operation Center (EOC) by upgrading EOC technology, equipment, and connectivity.
- Achieved 100% compliance with all State and legislative training mandates for department personnel.
- Met all Peace Officers Standards and Training (POST) mandates with 100% compliance.
- Obtained grant awards (ABC, CCTA, BSCC, EMPG, HMPG, Prop 69, JAG, & OTS) to fund department training and initiatives during the fiscal year.

FISCAL YEAR 2021-2022 GOALS






- Support and expand upon community policing through reinforced community engagement, interaction, and partnerships through the department's social media platforms, community events and programs, and focus on quality of life issues.
- Proactively maintain the department's staffing levels through the continued recruitment and hiring of both sworn and professional staff vacancies.
- Implement and deploy new mobile data computers (MDCs) in police vehicles.
- Renovate/upgrade the department's aging firearms range.
- Continue to pursue the purchase and buildout of new Mobile Command Vehicle (MCV).
- Maintain readiness and strength of City's Emergency Preparedness Program. Complete update to the City's Emergency Operations Plan (EOP).
- Develop and complete City Hazard Mitigation Plan.
- Achieve 100% compliance with all State and legislative training mandates for department personnel.
- Meet all Peace Officers Standards and Training (POST) mandates with 100% compliance.
- Obtain grant awards (*EMPG, Prop 69, JAG, & OTS*) to fund department training and initiatives during the fiscal year.

POLICE DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Police Department were developed in alignment with the City Council's priorities.








#	GOALS AND OBJECTIVES					
1	Support and expand upon community policing through reinforced community engagement, interaction, and partnerships through the department's social media platforms, community events and programs, and focus on quality of life issues			✓		
2	Proactively maintain the department's staffing levels through the continued recruitment and hiring of both sworn and professional staff vacancies.	✓		✓		
3	Implement and deploy new mobile data computers (MDCs) in police vehicles.			✓	✓	
4	Renovate/upgrade the department's aging firearms range.			✓	✓	
5	Continue to pursue the purchase and buildout of new Mobile Command Vehicle (MCV).			✓	✓	
6	Maintain readiness and strength of City's Emergency Preparedness Program. Complete update to the City's Emergency Operations Plan (EOP).			✓	✓	
7	Develop and complete City Hazard Mitigation Plan.			✓	✓	
8	Achieve 100% compliance with all State and legislative training mandates for department personnel.			✓		

POLICE DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Police Department were developed in alignment with the City Council's priorities.

#	GOALS AND OBJECTIVES					
9	Meet all Peace Officers Standards and Training (POST) mandates with 100% compliance.			✓		
10	Obtain grant awards (EMPG, Prop 69, JAG, & OTS) to fund department training and initiatives during the fiscal year.		✓	✓	✓	

POLICE DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	2018	2019	2020
Part 1 Crimes	4,051	4,071	4,098
Part 2 Crimes	6,718	5,987	5,433
Calls for Service	136,180	137,384	128,414
Reports Taken and Processed	19,079	18,794	18,789
Arrests (Felony and Misdemeanor)	6,644	6,602	5,291
Citations Issued (Infractions)	9,145	10,458	7,286
Adult Bookings	4,572	4,209	3,188
Emergency Calls Responded	876	847	812
1. Responded within 5 minutes (Effectiveness)	72%	76%	71%
2. Responded within 15 minutes (Effectiveness)	97%	97%	97%
Non-Emergency Calls Responded	58,961	61,009	54,435
1. Responded within 30 minutes (Effectiveness)	90%	92%	88%
Injury Traffic Collisions	635	564	389
Assigned Hit-and-Run Cases	266	462	331
Assigned Robbery Cases	92	86	112
Assigned Burglary Cases	152	128	139
Assigned Juvenile Cases	68	133	96
Assigned Economic/Identity Theft Cases	320	340	309
911 Emergency/Public Safety Calls Received	46,612	48,476	36,952
911 Calls Answered within 10 Seconds	97.25%	97.53%	98.07%
Telephone Calls Received	216,118	205,404	155,644
Property & Evidence – Total Items Booked	14,040	11,966	11,137

POLICE DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	2018	2019	2020
Animal Control – Calls for Service	3,986	3,854	2,589
Animal Control – Impounds	678	741	496

The Police Department's performance measures and workload indicators are presented on a calendar year basis.

POLICE DEPARTMENT (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the Police Department is \$51.9 million, an increase of \$3,078,432 or 6.3 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase includes salary restorations ending the 5% furlough, which was implemented in FY 20-21 citywide.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE BY FUNDING SOURCE				
General Fund - 101	\$ 46,271,525	\$ 50,525,648	\$ 48,334,032	\$ 51,313,014
Disaster Fund - 150	-	344,545	-	-
Prop 172 - Public Safety Fund - 202*	1,047,318	-	-	-
Supp. Law Enforcement COP Fund - 213	305,297	259,785	245,013	277,372
Narcotics Forfeiture Fund - 217	46,868	45,527	-	-
Office of Traffic Safety Fund - 220	161,993	166,550	-	-
Grants - Federal - 230	-	13,300	-	-
Grants - State - 231	-	273,073	262,722	329,813
Total Police Department	\$ 47,833,000	\$ 51,628,428	\$ 48,841,767	\$ 51,920,199

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE DEPARTMENT BY PROGRAM				
ADMINISTRATION - 15100				
Administration - 50001				
Salaries and Benefits	\$ 3,282,943	\$ 1,807,594	\$ 1,592,388	\$ 1,594,025
Maintenance and Operations	626,938	2,740,035	2,226,651	2,209,090
Fixed Assets	13,173	37,740	2,500	2,500
Subtotal Administration	\$ 3,923,054	\$ 4,585,368	\$ 3,821,539	\$ 3,805,615
Training - 10133				
Salaries and Benefits	\$ 1,025,771	\$ 884,517	\$ 985,884	\$ 984,890
Maintenance and Operations	105,642	141,683	131,396	240,043
Fixed Assets	260	-	2,000	2,000
Subtotal Training	\$ 1,131,673	\$ 1,026,200	\$ 1,119,280	\$ 1,226,933
Field Area Policing - 10111				
Salaries and Benefits	\$ 19,481,762	\$ 20,860,880	\$ 16,968,625	\$ 20,148,509
Maintenance and Operations	741,849	812,901.39	832,600.00	834,320
Fixed Assets	13,612	74	15,400	15,400
Subtotal Field Area Policing	\$ 20,237,224	\$ 21,673,856	\$ 17,816,625	\$ 20,998,229

*Prop 172 was combined with the General Fund effective Fiscal Year 2019-20

POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE FIELD OPERATIONS - 15300				
<u>Traffic Enforcement - 10113</u>				
Salaries and Benefits	\$ 3,509,255	\$ 4,164,054	\$ 4,242,710	\$ 4,199,375
Maintenance and Operations	669,952	446,160	567,600	588,725
Fixed Assets	30,045	5,054	20,000	20,000
Subtotal Traffic Enforcement	\$ 4,209,251	\$ 4,615,268	\$ 4,830,310	\$ 4,808,100
<u>Contract and Special Events - 10114</u>				
Salaries and Benefits	\$ 518,059	\$ 638,047	\$ 555,493	\$ 546,564
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Contract and Special Events	\$ 518,059	\$ 638,047	\$ 555,493	\$ 546,564
<u>Animal Control - 10139</u>				
Salaries and Benefits	\$ 286,159	\$ 297,599	\$ 333,907	\$ 336,788
Maintenance and Operations	24,585	23,324	23,750	23,750
Fixed Assets	-	-	-	-
Subtotal Animal Control	\$ 310,744	\$ 320,924	\$ 357,657	\$ 360,538
<u>Office Traffic Safety RAID Grant - 10143</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	43,691	28,082	22,800	-
Fixed Assets	-	-	-	-
Subtotal Office Traffic Safety RAID	\$ 43,691	\$ 28,082	\$ 22,800	\$ -
<u>AB 109 Post Release Comm. Sup. - 71019</u>				
Salaries and Benefits	\$ 1,611	\$ 17,248	\$ 25,000	\$ 25,000
Maintenance and Operations	22,591	7,797	8,000	8,000
Fixed Assets	-	90,828	22,023	26,248
Subtotal AB 109 Post Release Comm. Sup.	\$ 24,202	\$ 115,873	\$ 55,023	\$ 59,248
<u>2018 Step Grant - 71028</u>				
Salaries and Benefits	\$ 31,818	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal 2018 Step Grant	\$ 31,818	\$ -	\$ -	\$ -
<u>2019 Step Grant - 71029</u>				
Salaries and Benefits	\$ 130,175	\$ 36,110	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal 2019 Step Grant	\$ 130,175	\$ 36,110	\$ -	\$ -

POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE SUPPORT SERVICES - 15400				
<u>Administration - 50001</u>				
Salaries and Benefits	\$ 535,993	\$ 479,581	\$ 584,050	\$ 577,393
Maintenance and Operations	309,228	206,266	259,998	257,868
Fixed Assets	30,838	13,316	43,000	28,041
Subtotal Administration	\$ 876,059	\$ 699,164	\$ 887,048	\$ 863,302
<u>Helicopter Patrol - 10112</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	239,831	235,862	157,500	310,000
Fixed Assets	-	-	-	-
Subtotal Helicopter Patrol	\$ 239,831	\$ 235,862	\$ 157,500	\$ 310,000
<u>Crime Investigation - 10120</u>				
Salaries and Benefits	\$ 4,273,325	\$ 4,551,979	\$ 4,871,335	\$ 4,760,076
Maintenance and Operations	100,870	114,949	133,600	122,210
Fixed Assets	4,845	5,338	4,000	4,000
Subtotal Crime Investigation	\$ 4,379,040	\$ 4,672,266	\$ 5,008,935	\$ 4,886,286
<u>Special Investigation Unit - 10127</u>				
Salaries and Benefits	\$ 1,728,850	\$ 1,621,486	\$ 1,820,614	\$ 1,709,073
Maintenance and Operations	191,111.15	93,847.62	124,700	122,000
Fixed Assets	4,263	45,737	5,000	5,000
Subtotal Special Investigation Unit	\$ 1,924,224	\$ 1,761,071	\$ 1,950,314	\$ 1,836,073
<u>Records/Information System - 10131</u>				
Salaries and Benefits	\$ 2,026,200	\$ 2,093,349	\$ 2,571,547	\$ 2,439,478
Maintenance and Operations	141,472	93,820	117,250	130,975
Fixed Assets	2,703	3,615	2,570	2,570
Subtotal Records/Information System	\$ 2,170,374	\$ 2,190,784	\$ 2,691,367	\$ 2,573,023
<u>Crime Scene Investigation/Photos - 10132</u>				
Salaries and Benefits	\$ 409,415	\$ 560,498	\$ 729,813	\$ 736,025
Maintenance and Operations	39,173	33,421	38,600	35,340
Fixed Assets	3,679	1,782	3,000	3,000
Subtotal Crime Scene Investigation/Photos	\$ 452,267	\$ 595,701	\$ 771,413	\$ 774,365
<u>Youth Crime Intervention - 10135</u>				
Salaries and Benefits	\$ 1,967,773	\$ 1,878,011	\$ 1,737,460	\$ 1,826,839
Maintenance and Operations	23,330	24,716	26,800	27,155
Fixed Assets	431	215	1,150	1,150
Subtotal Youth Crime Intervention	\$ 1,991,534	\$ 1,902,943	\$ 1,765,410	\$ 1,855,144

POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE SUPPORT SERVICES - 15400 (continued)				
<u>Property and Evidence - 10136</u>				
Salaries and Benefits	\$ 487,659	\$ 467,538	\$ 553,604	\$ 546,716
Maintenance and Operations	104,207	120,663	117,100	293,250
Fixed Assets	-	-	-	-
Subtotal Property and Evidence	\$ 591,866	\$ 588,201	\$ 670,704	\$ 839,966
<u>Jail - 10137</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	707,972	902,405	915,950	928,600
Fixed Assets	2,966	890	1,600	1,600
Subtotal Jail	\$ 710,938	\$ 903,296	\$ 917,550	\$ 930,200
<u>Equipment Maintenance - 10138</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	16,136	-	-	-
Fixed Assets	-	-	-	-
Subtotal Equipment Maintenance	\$ 16,136	\$ -	\$ -	\$ -
<u>Operations - 51010</u>				
Salaries and Benefits	\$ 3,051,375	\$ 3,325,110	\$ 4,286,206	\$ 4,029,932
Maintenance and Operations	231,720	261,951	239,340	254,345
Fixed Assets	3,024	1,955	2,200	2,200
Subtotal Operations	\$ 3,286,118	\$ 3,589,016	\$ 4,527,746	\$ 4,286,477
<u>Technical Support/Maintenance - 51020</u>				
Salaries and Benefits	\$ 273,057	\$ 272,742	\$ 309,706	\$ 298,743
Maintenance and Operations	170,350	183,651	140,400	200,860
Fixed Assets	396	81,712	1,000	1,000
Subtotal Technical Support/Maintenance	\$ 443,803	\$ 538,106	\$ 451,106	\$ 500,603
<u>Emergency Services - 51040</u>				
Salaries and Benefits	\$ 158,872	\$ 301,791	\$ 197,825	184,763
Maintenance and Operations	12,401	62,372	3,400	4,205
Fixed Assets	5,199	6,960	-	-
Subtotal Emergency Services	\$ 176,472	\$ 371,123	\$ 201,225	\$ 188,968
<u>2020 STEP Grant - 71031</u>				
Salaries and Benefits	\$ -	\$ 130,440	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal 2020 STEP Grant	\$ -	\$ 130,440	\$ -	\$ -

POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE SUPPORT SERVICES - 15400 (continued)				
EMPG - 71300				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	14,446	-	-	-
Subtotal EMPG	\$ 14,446	\$ -	\$ -	\$ -
Local Emergency Responses - 52100				
Salaries and Benefits	\$ -	\$ 162,174	\$ -	\$ -
Maintenance and Operations	-	2,223	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ -	\$ 164,397	\$ -	\$ -
Youth Investment Grant - 71350				
Salaries and Benefits	\$ -	\$ 26,633	\$ 24,244	\$ 24,244
Maintenance and Operations	-	219,700	238,478	246,321
Fixed Assets	-	-	-	-
Subtotal Youth Investment Grant	\$ -	\$ 246,333	\$ 262,722	\$ 270,565
Salaries and Benefits	\$ 43,180,073	\$ 44,577,382	\$ 42,390,411	\$ 44,968,433
Maintenance and Operations	4,523,048	6,755,830	6,325,913	6,837,057
Fixed Assets	129,880	295,216	125,443	114,709
Total Police Department	\$ 47,833,000	\$ 51,628,428	\$ 48,841,767	\$ 51,920,199

POLICE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE DEPARTMENT BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Sworn	501100	\$ 14,887,857	\$ 14,240,610	\$ 15,626,975	\$ 16,407,347
Regular Salaries - Non Sworn	501200	4,513,227	4,920,685	5,970,102	5,899,356
Regular Salaries - Part time	501300	1,227,517	1,526,852	1,263,404	1,231,411
Overtime	501400	4,148,307	3,535,829	1,548,439	1,650,612
Accrual Payoff - Excess Maximum	501500	461,886	461,645	138,828	143,828
Vacation/Comp. Time Cash Out	501600	171,292	176,487	123,280	123,280
Holiday Allowance	501700	329,490	405,952	303,692	303,692
Separation Pay-Off	501800	120,406	236,943	72,956	72,956
Other Compensation	501900	1,677,193	1,729,588	2,075,555	2,016,949
Vacancy Attrition	501000	-	-	(3,671,868)	(3,671,868)
Furloughs	502200	-	-	(1,006,017)	-
Cafeteria Plan	505100	2,506,353	4,023,975	4,816,477	5,029,118
Medicare	505200	399,810	413,650	361,223	368,446
Retirement	505300	10,810,310	12,853,520	14,747,365	15,371,406
Executive Professional Development	505500	226,908	19,739	20,000	21,900
Unemployment	505800	20,167	449	-	-
Workers' Compensation	505900	1,679,349	31,458	-	-
Subtotal Salaries & Benefits		\$ 43,180,073	\$ 44,577,382	\$ 42,390,411	\$ 44,968,433

Maintenance and Operations					
Stationery and Office	510100	\$ 91,706	\$ 76,943	\$ 63,100	\$ 83,700
Multi-Media, Promotions and Subs	510200	61,045	66,341	39,250	70,300
Small Tools and Equipment	510300	71,428	25,579	54,800	67,100
Uniform & Clothing	510400	176,358	144,115	165,500	167,860
Safety and Health	510500	177,520	139,400	154,700	169,450
Maintenance & Construction	510600	10,053	13,020	8,850	15,350
Waste Disposal	515700	5,865	1,782	2,000	2,100
Janitorial and Housekeeping	515800	112,286	114,523	121,413	121,413
Postage	520100	10,538	1,367	-	-
Telephone/Radio/Communications	520400	352,969	393,057	326,700	375,300
Meetings & Conferences	520500	16,685	3,089	12,800	12,800
Mileage Reimbursement	520600	11	17	300	300
Dues and Memberships	520700	32,393	4,812	35,525	46,785
Professional Development	520900	-	101,700	102,546	178,277
Buildings and Structures	525100	36,508	-	-	-
Automotive Equipment	525400	658	(3)	-	-
Office Equipment	525700	10,919	10,449	11,900	26,500
Other Equipment	525800	10,499	6,230	12,800	13,050
Consulting	530200	971,809	1,368,979	1,348,978	1,499,321
Legal	530300	12,926	3,616	50,000	15,000

POLICE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
POLICE DEPARTMENT BY ACCOUNT					
Maintenance and Operations (Continued)					
Medical and Health Inspection	530600	87,686	58,266	84,500	84,500
Public Safety	530700	602,850	459,474	558,500	559,700
External Rent	535400	114,582	92,139	127,000	283,000
Central Services	535800	26,907	6,873	5,303	5,303
Internal Rent - Postage	535900	-	8,542	7,531	8,031
Internal Rent - Maintenance	536100	762,554	384,800	384,800	384,800
Internal Rent - Repl.Cost	536200	160,525	400,000	400,000	400,000
Internal Rent - IT Replacement	536300	92,010	-	-	-
Internal Rent - Fuel	536400	-	218,080	190,200	190,200
Internal Rent - General Liability	536500	-	544,346	275,496	275,496
Internal Rent - Workers' Comp	536600	-	2,010,996	1,751,758	1,751,758
Internal Rent - Unemployment	536700	-	29,905	29,663	29,663
General Liability	540100	477,172	-	-	-
Acquisition Costs	545500	36,588	13,376	-	-
Emergency Protective Measure	580200	-	54,015	-	-
Subtotal Maintenance & Operations		\$ 4,523,048	\$ 6,755,830	\$ 6,325,913	\$ 6,837,057
Fixed Assets					
Other Equipment	590800	\$ 129,880	\$ 288,256	\$ 125,443	\$ 114,709
Subtotal Fixed Assets		\$ 129,880	\$ 295,216	\$ 125,443	\$ 114,709
Total Police Department		\$ 47,833,000	\$ 51,628,428	\$ 48,841,767	\$ 51,920,199

POLICE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

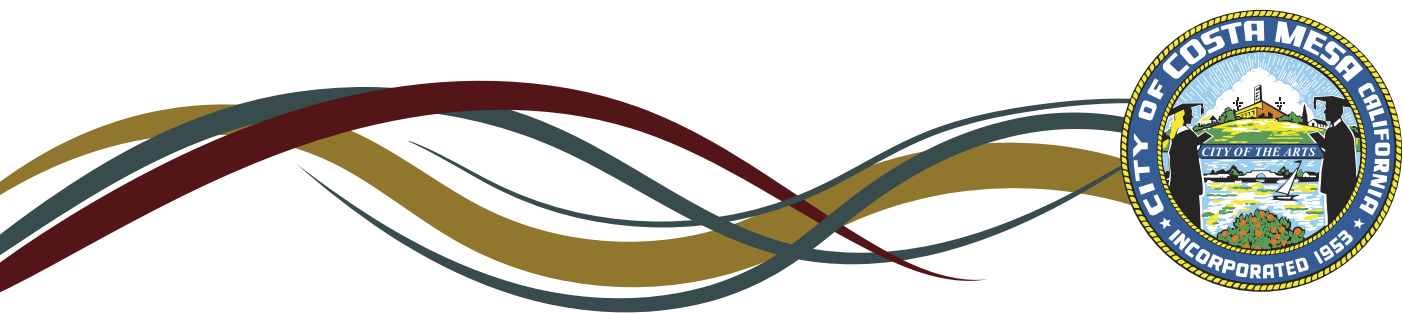
Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
POLICE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Sworn	501100	\$ 14,212,737	\$ 14,056,375	\$ 15,485,392	\$ 16,262,406
Regular Salaries - Non Sworn	501200	4,513,227	4,897,648	5,970,102	5,899,356
Regular Salaries - Part time	501300	1,224,924	1,521,478	1,263,404	1,231,411
Overtime	501400	3,894,235	3,171,648	1,547,964	1,604,436
Accrual Payoff - Excess Maximum	501500	445,917	457,024	138,828	138,828
Vacation/Comp. Time Cash Out	501600	163,711	174,656	123,280	123,280
Holiday Allowance	501700	313,173	403,692	303,692	303,692
Separation Pay-Off	501800	120,406	236,943	72,956	72,956
Other Compensation	501900	1,586,372	1,712,982	2,060,499	2,001,473
Vacancy Attrition	501000	-	-	(3,671,868)	(3,671,868)
Furloughs	502200	-	-	(1,006,017)	-
Cafeteria Plan	505100	2,438,184	3,991,293	4,794,100	5,006,070
Medicare	505200	384,978	405,814	359,303	366,471
Retirement	505300	10,450,904	12,749,238	14,659,519	15,281,406
Executive Professional Development	505500	226,908	19,669	20,000	21,900
Unemployment	505800	19,509	-	-	-
Workers' Compensation	505900	1,670,279	-	-	-
Subtotal Salaries & Benefits		\$ 41,665,465	\$ 43,798,459	\$ 42,121,154	\$ 44,641,817
Maintenance and Operations					
Stationery and Office	510100	\$ 91,706	\$ 76,943	\$ 63,100	\$ 83,700
Multi-Media, Promotions and Subs	510200	61,045	66,341	39,250	70,300
Small Tools and Equipment	510300	71,428	25,470	54,800	67,100
Uniform & Clothing	510400	176,358	142,046	165,500	167,860
Safety and Health	510500	177,520	139,400	154,700	169,450
Maintenance & Construction	510600	10,053	13,020	8,850	15,350
Waste Disposal	515700	5,865	1,782	2,000	2,100
Janitorial and Housekeeping	515800	112,286	114,523	121,413	121,413
Postage	520100	10,538	1,367	-	-
Telephone/Radio/Communications	520400	352,969	393,057	326,700	375,300
Meetings & Conferences	520500	16,685	3,089	12,800	12,800
Mileage Reimbursement	520600	11	17	300	300
Dues and Memberships	520700	32,393	4,812	35,525	46,785
Professional Development	520900	-	97,660	102,546	178,277
Buildings and Structures	525100	36,508	-	-	-
Automotive Equipment	525400	658	(3)	-	-
Office Equipment	525700	10,919	10,449	11,900	26,500
Other Equipment	525800	10,499	6,230	12,800	13,050

POLICE DEPARTMENT (CONTINUED)

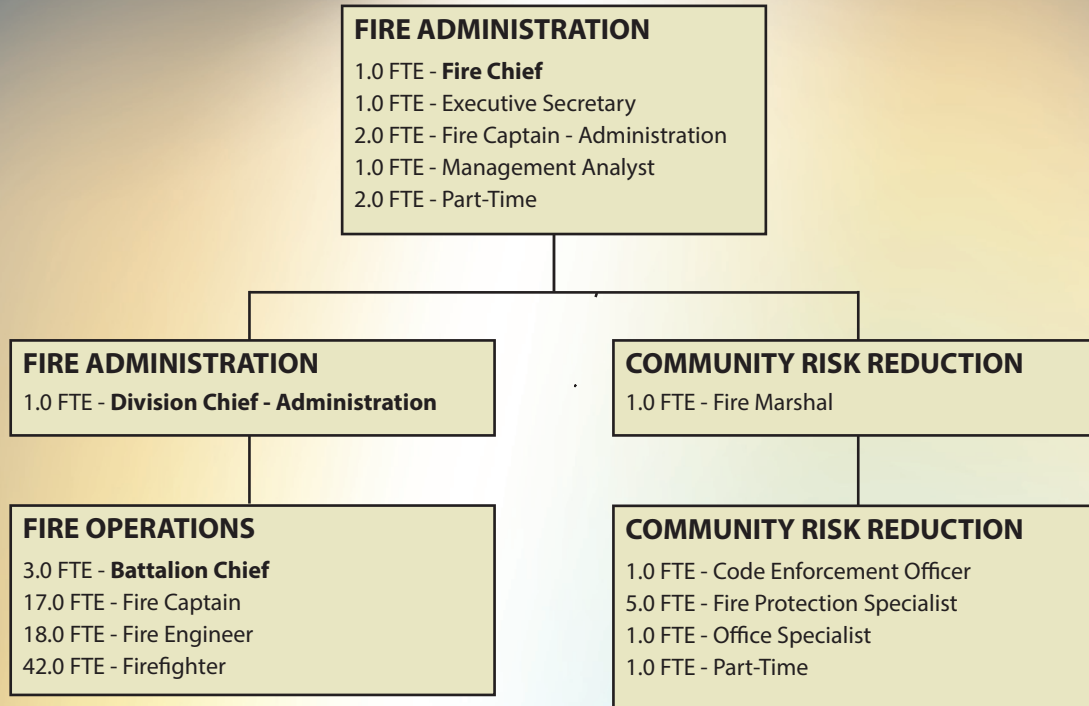
From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
POLICE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (Continued)					
Consulting	530200	971,809	1,150,882	1,110,500	1,245,000
Legal	530300	12,926	3,616	50,000	15,000
Medical and Health Inspection	530600	87,686	58,266	84,500	84,500
Public Safety	530700	555,982	459,474	558,500	559,700
External Rent	535400	114,582	92,139	127,000	283,000
Central Services	535800	26,907	6,873	5,303	5,303
Internal Rent - Postage	535900	-	8,542	7,531	8,031
Internal Rent - Maintenance	536100	762,554	384,800	384,800	384,800
Internal Rent - Repl.Cost	536200	160,525	400,000	400,000	400,000
Internal Rent - IT Replacement	536300	92,010	-	-	-
Internal Rent - Fuel	536400	-	218,080	190,200	190,200
Internal Rent - General Liability	536500	-	544,346	275,496	275,496
Internal Rent - Workers' Comp	536600	-	2,010,996	1,751,758	1,751,758
Internal Rent - Unemployment	536700	-	29,905	29,663	29,663
General Liability	540100	477,172	-	-	-
Acquisition Costs	545500	36,588	13,376	-	-
Subtotal Maintenance & Operations		\$ 4,476,180	\$ 6,477,499	\$ 6,087,435	\$ 6,582,736
Fixed Assets					
Other Equipment	590800	\$ 129,880	\$ 242,730	\$ 125,443	\$ 88,461
Subtotal Fixed Assets		\$ 129,880	\$ 249,690	\$ 125,443	\$ 88,461
Total Police Department		\$ 46,271,525	\$ 50,525,648	\$ 48,334,032	\$ 51,313,014





FIRE AND RESCUE





FIRE AND RESCUE DEPARTMENT

The Fire and Rescue Department is a public safety function that protects life, property and the environment through its mitigation, prevention, preparedness, response, and recovery services.

The Department is budgeted for 95 full-time staff members; 83 sworn positions and 12 non-sworn positions. Part-time staffing consists of 2.25 full-time equivalents to serve within the three divisions. The three divisions are Fire Administration, Fire/Rescue/Emergency Medical Services and Community Risk Reduction.

The Fire Operations Division provides response services and staffs six fire stations, 24 hours a day, seven days a week, 365 days a year. The Community Risk Reduction Division provides life and fire safety planning, inspection, preparedness, and overall community risk reduction. Both divisions are supported by the Fire Administration division.

FIRE ADMINISTRATION - 16100

ADMINISTRATION – 50001

The Administration Division is responsible for the delivery of all staff and support services, working towards the most effective and efficient operations of the department. Among these services the division provides direction for strategic, operational, and emergency planning; establishes department policies and procedures; coordinates internal functions of all divisions, programs, and external functions with other City departments and community organizations; develops and manages the budget; provides oversight and coordination for department training and education; represents the department on countywide fire/rescue/emergency medical services committees; coordinates ordering and purchasing; manages the department's human resources; manages the department's records and reports; performs additional functions and duties as needed by the City Manager.

FIRE OPERATIONS - 16200

FIRE/RESCUE OPERATIONS – 10210

The Operations Division manages Fire, Rescue and Emergency Medical Services and maintains constant readiness to answer calls for assistance from the citizens and visitors of the community. The Division is also tasked with rapid response to life, health, fire, rescue, and environmental emergencies, as well as the protection of property, fire cause and origin determination, and life safety inspections and education. In addition, the fire companies are involved in comprehensive building and fire protection systems inspections, including the high-rise buildings in the South Coast Metro area and South Coast Plaza.

EMERGENCY MEDICAL SERVICES – 10230

The Emergency Medical Services Division manages, supervises, and provides the functions required to support these services including; emergency planning, communications, training and education, equipment maintenance and repair, supplies, records, and quality control. Pre-hospital advanced life support (ALS) and basic life support (BLS) is provided by a combination of Paramedic Engine Companies, Truck Companies and Rescue Ambulances, including an innovative ambulance transportation program.

FIRE AND RESCUE DEPARTMENT (CONTINUED)

COMMUNITY RISK REDUCTION - 16300

COMMUNITY RISK REDUCTION – 10220

The Community Risk Reduction Division develops and enforces local fire, life safety, property, and environmental protection standards; enforces state adopted fire and life safety codes; reviews building construction plans; conducts building construction and business inspections; investigates citizen complaints; serves on city-wide committees related to development review, group homes, homeless outreach, and marijuana business; provides training to department personnel in regard to fire and life safety codes; assists professional trades with technical fire code requirements and department community education efforts. Develops, provides, and coordinates community preparedness activities including, volunteer, outreach, education, training, and response program including; Business Preparedness Academies and Community Emergency Response Team Academies and embracing an overall strategy of community risk reduction.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

- CMFR played an extraordinary key role in the citywide leadership in all areas related to managing the pandemic from the onset, including setting a collaborative tone and strong mantra of “Crushing COVID.” This role was evident from the early Fairview Development Center engagement, through the management of our expanded emergency medical services, and to our administrative efforts to navigate local, regional and statewide efforts. Additionally, through our community engagement and outreach efforts and through our leadership in a range of areas of the citywide emergency management.
- CMFR leadership continued to participate in key regional and statewide fire service leadership roles.
- Community engagement and service to the community at the highest level with emphasis of serving with Respect, Integrity and Compassion.
- Applied for and received a new Cal OES Type 3 Fire Engine (1312), as part of a regional Strike Team and statewide mutual aid resource.
- Two (2) Firefighters passed probation; James Grovom and Zach Finkelstein
- Total number of emergency incidents responded to in 2020 is 11,769.
- Ambulance Transportation Program brought in over \$3 million in cost recovery funds. Community Risk Reduction Programs increased from \$170,000 to over \$550,000 in two years. Sent two Firefighters to paramedic school.
- Social media – Facebook audience increased by 8% and Instagram followers increased by 21%.
- Successfully completed the final year of the 2015-2020 Strategic Plan, with many notable accomplishments.
- Compiled and published CMFR’s 2019 Annual Report.

FISCAL YEAR 2021-2022 GOALS






- Continue to play a key leadership role with managing COVID, specifically as it relates to supporting the vaccination distribution and economic recovery efforts.
- Continue to provide service to the community at the highest level with emphasis of serving with Respect, Integrity and Compassion.
- Initiate process for department’s new 5-year strategic plan or strategic direction.
- Fill vacant positions; firefighter ranks and community risk reduction staff.
- Create a direct nexus between cost recovery revenue programs and expenditures, so a portion of the cost recovery revenue goes back to support the expenditures needed for proper running of the program; i.e. Safety and Health account and the departments Ambulance Operator Program.
- Strengthen external communication efforts amongst Fire, Police and City communication teams, for clear, concise and uniformed messaging across all channels.
- Heighten our continued community engagement efforts through enhanced volunteer capacity of CERT and Fire Corps by 5%.
- Continue to develop and implement innovative solutions for Community Risk Reduction community outreach and code enforcement.
- Continue to explore and evaluate innovative solutions to service, delivery and cost recovery opportunities.

FIRE AND RESCUE DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Fire and Rescue Department were developed in alignment with the City Council's priorities.








#	GOALS AND OBJECTIVES					
1	Continue to play a key leadership role with managing COVID, specifically as it relates to supporting the vaccination distribution and economic recovery efforts.		✓	✓		
2	Continue to provide service to the community at the highest level with emphasis of serving with Respect, Integrity and Compassion.	✓		✓		
3	Initiate process for departments new 5-year strategic plan	✓	✓	✓	✓	
4	Fill vacant positions; firefighter ranks and community risk reduction staff.	✓		✓	✓	
5	Create a direct nexus between cost recovery revenue programs and expenditures, so a portion of the cost recovery revenue goes back to support the expenditures needed for proper running of the program; i.e. Safety and Health account and the departments Ambulance Operator Program.		✓	✓		
6	Strengthen external communication efforts amongst Fire, PD and City communication teams, for clear, concise and uniformed messaging across all channels.	✓	✓	✓	✓	

FIRE AND RESCUE DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Fire and Rescue Department were developed in alignment with the City Council's priorities.

#	GOALS AND OBJECTIVES	    				
7	Heighten our continued community engagement efforts through enhanced volunteer capacity of CERT and Fire Corps by 5%.	✓		✓		
8	Continue to develop and implement innovative solutions for Community Risk Reduction community outreach and code enforcement.	✓	✓	✓	✓	
9	Continue to explore and evaluate innovative solutions to service, delivery and cost recovery opportunities.	✓	✓	✓	✓	

FIRE AND RESCUE DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	2018	2019	2020
Calls For Service			
Fire Incidents	261	245	246
EMS	9,639	9,454	8,960
Service Calls	195	461	398
False Calls	477	477	469
Comm. Risk Reduction Plan Checks			
Fire Systems Plans	531	424	296
Architectural Plans	380	340	195
Inspections			
Fire Prevention Inspections	6,827	**4,500	***779
Sprinklers	583	486	368
Life Safety	274	318	187
Fire Prevention Intern Program			
Hours worked	2,500	2,340	2,224
Apartment Inspections	385	382	384
Fire permit inspection/issued	523	438	552

FIRE AND RESCUE DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	2018	2019	2020
Community Education Programs			
CPR in High Schools	1,000	972	40
Station and Engine Tours (participants)	1,041	1,274	2,345
Special Events	27	31	6
Volunteer Hours - CERT	9,912	10,003	5,391
Presentations (participants)	20,187	24,317	6,843

*The Fire and Rescue Department's performance measures and workload indicators are presented on a calendar year basis.

**2019 triennial inspection program implemented. (Program is based on risk according to NFPA section 1730.)

***2020 Company Inspections were restricted to those required by State mandate to limit first responder exposure to COVID-19.



FIRE AND RESCUE DEPARTMENT (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the Fire and Rescue Department is \$30.1 million, an increase of \$2.4 million or 9 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase is primarily due to the reinstatement of the 5% staff furloughs, filling vacant and reclassing positions.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FIRE AND RESCUE DEPARTMENT BY FUNDING SOURCE				
General Fund - 101	\$ 28,809,137	\$ 28,865,368	\$ 27,747,083	\$ 30,142,203
Disaster Fund - 150	-	155,430	-	-
Prop -172 Fund - 202*	93,735	-	-	-
Total Fire and Rescue Department	\$ 28,902,872	\$ 29,020,798	\$ 27,747,083	\$ 30,142,203

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FIRE AND RESCUE DEPARTMENT BY PROGRAM				
ADMINISTRATION - 16100				
<u>Fire Administration - 50001</u>				
Salaries & Benefits	\$ 3,332,531	\$ 1,869,941	\$ 1,962,648	\$ 1,795,465
Maintenance & Operations	287,396	920,216	953,048	950,142
Fixed Assets	-	-	-	-
Subtotal Fire Administration	\$ 3,619,927	\$ 2,790,157	\$ 2,915,696	\$ 2,745,607

<u>Emergency Services - 51040</u>				
Salaries & Benefits	\$ -	\$ 86,909	\$ -	\$ -
Maintenance & Operations	-	67,873	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 154,782	\$ -	\$ -

<u>Local Emergency Responses - 52100</u>				
Salaries & Benefits	\$ -	\$ 648	\$ -	\$ -
Maintenance & Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ -	\$ 648	\$ -	\$ -

FIRE OPERATIONS - 16200				
<u>Response and Control - 10210</u>				
Salaries & Benefits	\$ 21,185,155	\$ 21,464,289	\$ 19,812,207	\$ 22,097,542
Maintenance & Operations	1,071,363	1,300,446	1,355,100	1,365,200
Fixed Assets	96,271	3,341	25,000	25,000
Subtotal Response and Control	\$ 22,352,789	\$ 22,768,076	\$ 21,192,307	\$ 23,487,742

*Prop 172 was combined with the General Fund effective Fiscal Year 2019-20

FIRE AND RESCUE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FIRE OPERATIONS - 16200 (Continued)				
<u>Emergency Medical Aid - 10230</u>				
Salaries & Benefits	\$ 36,978	\$ -	\$ -	\$ -
Maintenance & Operations	1,979,070	2,366,472	2,539,200	2,558,905
Fixed Assets	4,591	5,763	10,000	10,000
Subtotal Emergency Medical Aid	\$ 2,020,638	\$ 2,372,234	\$ 2,549,200	\$ 2,568,905
COMMUNITY RISK REDUCTION - 16300				
<u>Fire Prevention - 10220</u>				
Salaries & Benefits	\$ 644,581	\$ 745,618	\$ 903,515	\$ 1,153,084
Maintenance & Operations	264,937	189,282	186,365	186,865
Fixed Assets	-	-	-	-
Subtotal Fire Prevention	\$ 909,518	\$ 934,900	\$ 1,089,880	\$ 1,339,949
TOTAL FIRE AND RESCUE DEPARTMENT				
Salaries & Benefits	\$ 25,199,245	\$ 24,167,405	\$ 22,678,370	\$ 25,046,091
Maintenance & Operations	3,602,766	4,844,289	5,033,713	5,061,112
Fixed Assets	100,861	9,104	35,000	35,000
Total Fire and Rescue Department	\$ 28,902,872	\$ 29,020,798	\$ 27,747,083	\$ 30,142,203

FIRE AND RESCUE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FIRE AND RESCUE DEPARTMENT BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Sworn	501100	\$ 8,944,754	\$ 8,969,483	\$ 9,038,255	\$ 9,410,040
Regular Salaries - Non Sworn	501200	491,699	567,750	568,094	850,528
Regular Salaries - Part time	501300	175,490	188,466	259,055	153,957
Overtime	501400	3,373,275	3,111,981	2,015,000	2,015,000
Accrual Payoff - Excess Maximum	501500	56,460	61,623	32,600	32,600
Vacation/Comp. Time Cash Out	501600	72,928	87,080	51,800	51,800
Holiday Allowance	501700	391,051	452,562	437,045	410,215
Separation Pay-Off	501800	61,422	29,749	41,400	41,400
Other Compensation	501900	661,146	677,201	1,043,880	740,385
Vacancy Attrition	501000	-	-	(602,732)	-
Furloughs	502200	-	-	(587,344)	-
Cafeteria Plan	505100	2,085,306	2,109,177	2,271,359	2,404,633
Medicare	505200	215,507	215,434	164,573	167,747
Retirement	505300	7,715,510	7,681,352	7,931,285	8,751,786
Longevity	505400	2,768	3,412	3,600	3,600
Executive Professional Development	505500	121,088	12,134	10,500	12,400
Unemployment	505800	11,848	-	-	-
Workers' Compensation	505900	818,993	-	-	-
Subtotal Salaries & Benefits		\$ 25,199,245	\$ 24,167,405	\$22,678,370	\$ 25,046,091
Maintenance and Operations					
Stationery and Office	510100	\$ 14,405	\$ 14,211	\$ 12,000	\$ 12,000
Multi-Media, Promotions and Subs	510200	42,141	37,326	20,100	20,100
Small Tools and Equipment	510300	111,200	40,539	72,900	72,900
Uniform & Clothing	510400	163,685	142,997	145,900	156,500
Safety and Health	510500	317,022	253,301	333,000	333,000
Maintenance & Construction	510600	34,982	69,033	32,500	32,500
Waste Disposal	515700	687	-	2,000	1,500
Janitorial and Housekeeping	515800	19,280	10,434	13,200	13,200
Postage	520100	2,456	170	-	-
Telephone/Radio/Communications	520400	63,547	72,033	72,500	72,500
Meetings & Conferences	520500	5,381	2,724	4,100	4,100
Dues and Memberships	520700	-	3,007	5,000	5,208
Professional Development	520900	-	75,992	123,605	140,196
Buildings and Structures	525100	36,427	-	2,500	2,500
Landscaping and Sprinklers	525200	300	-	-	500

FIRE AND RESCUE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FIRE AND RESCUE DEPARTMENT BY ACCOUNT					
Maintenance and Operations (Continued)					
Office Equipment	525700	4,869	2,143	2,700	2,700
Other Equipment	525800	30,631	13,029	24,000	24,000
Consulting	530200	111,088	42,177	75,000	75,000
Engineering and Architectural	530400	162,342	148,307	142,000	142,000
Financial & Information Svcs	530500	119,984	145,730	240,000	240,000
Medical and Health Inspection	530600	80	60	5,000	5,000
Public Safety*	530700	1,555,450	1,850,000	1,850,000	1,850,000
External Rent	535400	3,263	3,927	-	-
Central Services	535800	16,219	9,553	14,958	14,958
Internal Rent - Postage	535900	-	2,522	2,744	2,744
Internal Rent - Maintenance	536100	332,012	355,900	355,900	355,900
Internal Rent - Repl.Cost	536200	330,063	511,500	511,500	511,500
Internal Rent - IT Replacement	536300	18,850	-	-	-
Internal Rent - Fuel	536400	-	193,563	193,400	193,400
Internal Rent - General Liability	536500	-	213,400	213,400	213,400
Internal Rent - Workers' Comp	536600	-	536,100	536,100	536,100
Internal Rent - Unemployment	536700	-	12,206	12,206	12,206
General Liability	540100	89,072	-	-	-
Taxes & Assessments	540700	13,618	13,757	13,900	13,900
Other Costs	540900	608	327	1,600	1,600
Emergency Protective Measure	580200	-	67,873	-	-
Subtotal Maintenance & Operations		\$ 3,599,663	\$ 4,844,289	\$ 5,033,713	\$ 5,061,112
Fixed Assets					
Office Furniture	590600	\$ 23,783	\$ -	\$ -	\$ -
Other Equipment	590800	80,182	9,104	35,000	35,000
Subtotal Fixed Assets		\$ 103,965	\$ 9,104	\$ 35,000	\$ 35,000
Total Fire and Rescue Department		\$ 28,902,872	\$ 29,020,798	\$ 27,747,083	\$ 30,142,203

*Includes Ambulance Program Contractual Services.

FIRE AND RESCUE DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

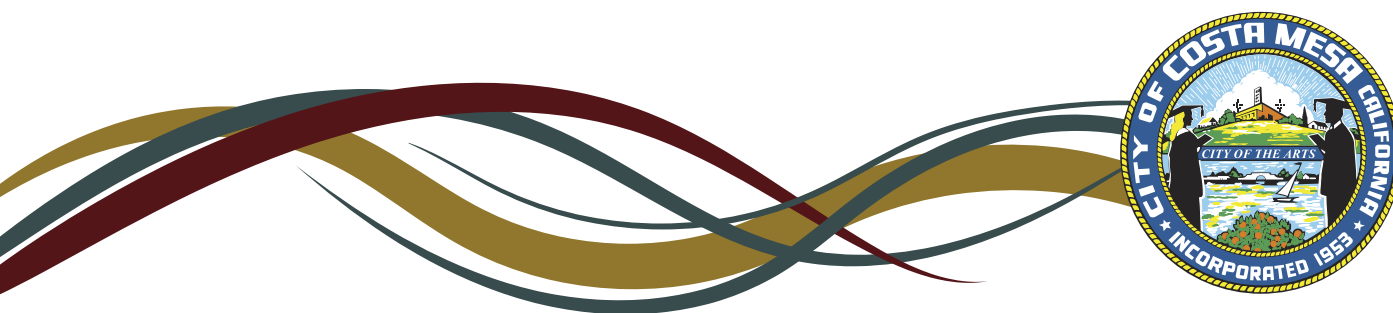
Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FIRE AND RESCUE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Sworn	501100	\$ 8,944,754	\$ 8,950,254	\$ 9,038,255	\$ 9,410,040
Regular Salaries - Non Sworn	501200	491,699	536,455	568,094	850,528
Regular Salaries - Part time	501300	175,490	179,098	259,055	153,957
Overtime	501400	3,373,275	3,100,709	2,015,000	2,015,000
Accrual Payoff - Excess Maximum	501500	56,460	61,623	32,600	32,600
Vacation/Comp. Time Cash Out	501600	72,928	87,080	51,800	51,800
Holiday Allowance	501700	391,051	452,562	437,045	410,215
Separation Pay-Off	501800	61,422	29,749	41,400	41,400
Other Compensation	501900	661,146	677,201	1,043,880	740,385
Vacancy Attrition	501000	-	-	(602,732)	-
Furloughs	502200	-	-	(587,344)	-
Cafeteria Plan	505100	2,085,306	2,098,739	2,271,359	2,404,633
Medicare	505200	215,507	214,338	164,573	167,747
Retirement	505300	7,715,510	7,676,492	7,931,285	8,751,786
Longevity	505400	2,768	3,412	3,600	3,600
Executive Professional Development	505500	121,088	12,134	10,500	12,400
Unemployment	505800	11,848	-	-	-
Workers' Compensation	505900	818,993	-	-	-
Subtotal Salaries & Benefits		\$ 25,199,245	\$ 24,079,848	\$ 22,678,370	\$ 25,046,091
Maintenance and Operations					
Stationery and Office	510100	\$ 14,405	\$ 14,211	\$ 12,000	\$ 12,000
Multi-Media, Promotions and Subs	510200	42,141	37,326	20,100	20,100
Small Tools and Equipment	510300	92,386	40,539	72,900	72,900
Uniform & Clothing	510400	163,685	142,997	145,900	156,500
Safety and Health	510500	317,022	253,301	333,000	333,000
Maintenance & Construction	510600	34,982	69,033	32,500	32,500
Waste Disposal	515700	687	-	2,000	1,500
Janitorial and Housekeeping	515800	19,280	10,434	13,200	13,200
Postage	520100	2,456	170	-	-
Telephone/Radio/Communications	520400	63,547	72,033	72,500	72,500
Meetings & Conferences	520500	5,381	2,724	4,100	4,100
Dues and Memberships	520700	-	3,007	5,000	5,208
Professional Development	520900	-	75,992	123,605	140,196
Buildings and Structures	525100	36,427	-	2,500	2,500
Landscaping and Sprinklers	525200	300	-	-	500
Automotive Equipment	525400	-	449	-	-
Office Equipment	525700	4,869	2,143	2,700	2,700

FIRE AND RESCUE DEPARTMENT (CONTINUED)

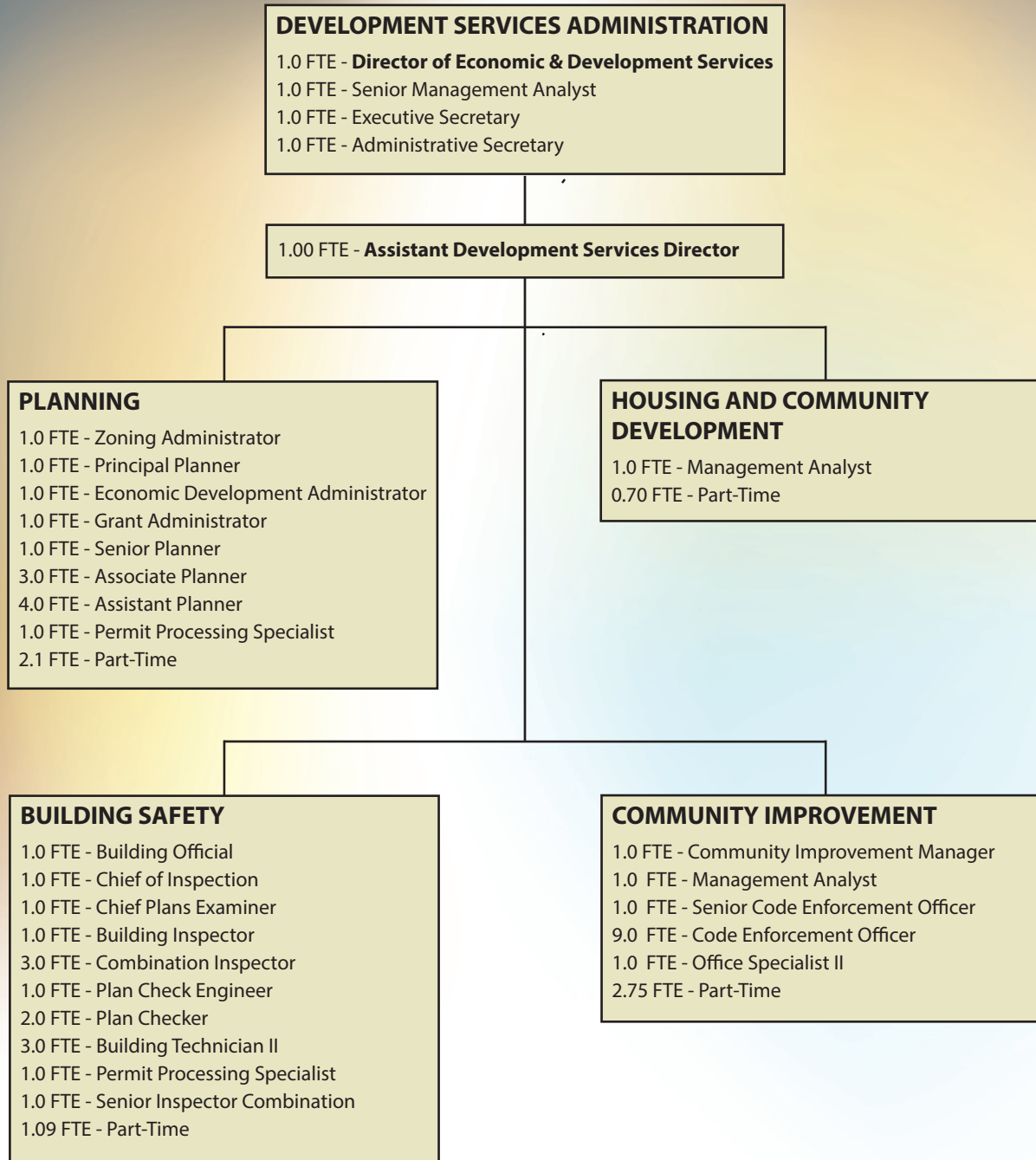
From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
FIRE AND RESCUE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (Continued)					
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Medical and Health Inspection	530600	80	60	5,000	5,000
Public Safety*	530700	1,555,450	1,850,000	1,850,000	1,850,000
External Rent	535400	3,263	3,927	-	-
Central Services	535800	16,219	9,553	14,958	14,958
Internal Rent - Postage	535900	-	2,522	2,744	2,744
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Internal Rent - General Liability	536500	-	213,400	213,400	213,400
Internal Rent - Workers' Comp	536600	-	536,100	536,100	536,100
Internal Rent - Unemployment	536700	-	12,206	12,206	12,206
General Liability	540100	89,072	-	-	-
Taxes & Assessments	540700	13,618	13,757	13,900	13,900
Other Costs	540900	608	327	1,600	1,600
Subtotal Maintenance & Operations		\$ 3,580,849	\$ 4,776,417	\$ 5,033,713	\$ 5,061,112
Fixed Assets					
Office Furniture	590600	\$ 20,679	\$ -	\$ -	\$ -
Other Equipment	590800	8,364	9,104	35,000	35,000
Subtotal Fixed Assets		\$ 29,043	\$ 9,104	\$ 35,000	\$ 35,000
Total Fire and Rescue Department		\$ 28,809,137	\$ 28,865,368	\$ 27,747,083	\$ 30,142,203

*Includes Ambulance Program Contractual Services.



DEVELOPMENT SERVICES DEPARTMENT





DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department implements community development programs and functions. The Department has forty-six full-time positions composed of one department director, one assistant director, two managers, ten supervisors, twenty-eight professional and four office support positions. Part-time staffing consists of 6.6 full-time equivalents. The Department is comprised of five divisions, each division allocated into different programs. The five divisions are as follows:

- *Administration*
- *Planning*
- *Building Safety*
- *Community Improvement*
- *Housing and Community Development*

DEVELOPMENT SERVICES ADMINISTRATION - 18100

DEVELOPMENT SERVICES ADMINISTRATION– 50001

Administration directs and coordinates the Department's activities; provides support to the City Manager; and serves as a liaison to the City Council, Planning Commission, Housing and Public Service Grant Committee, Mobile Home Park Advisory Committee, Successor Agency, Oversight Board, and Costa Mesa Housing Authority.

ECONOMIC DEVELOPMENT – 20370

The Economic Development program focuses on attraction and retention of key businesses in Costa Mesa and works closely with the Costa Mesa Chamber of Commerce and Travel Costa Mesa Conference and Visitor Bureau to promote the City. Activities include streamlining application and approval processes, marketing Costa Mesa on a regional and nationwide basis, improving the business climate within the City, facilitating the expansion of existing companies, and assisting new companies with relocating to Costa Mesa. The Economic Development program promotes a business-friendly atmosphere from very low business license fees to expedited services to facilitating business establishment.

PLANNING - 18200

PLANNING – 20320

The Planning Division is responsible for implementing the Zoning Code and the goals, policies, and objectives of the City's General Plan. Planning staff provides comprehensive City planning services in both long-range planning and development review. The division's role is to promote quality of life in the city and maintain the public health, safety, and general welfare of its business and residential communities. The Planning Division supports City decision-makers including the Director of Development Services, City Manager, Zoning Administrator, Planning Commission and City Council. Planning staff maintain, update and implement the City's General Plan, Specific Plans, Area Plans and Zoning Ordinance to ensure consistency with legislative mandates and to respond to the needs of the community. The Planning team promotes balanced development patterns through the oversight of land use entitlement requests for private development projects; provides high-quality customer service to Costa Mesa residents and businesses; tracks and reports on socio-economic and demographic trends; and coordinates with State and regional planning agencies including the State Department of Housing and Community Development and the Southern California Association of Governments.

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

PLANNING COMMISSION – 20360

The Planning Division provides staff support to the Planning Commission, a seven-member advisory board to the City Council on land use and community development issues and applications. The Planning Commission decides on discretionary planning applications (e.g. conditional use permits, variances, master plans, design reviews, subdivision maps, and residential developments). As an advisory body to the City Council, the Planning Commission also makes recommendations to the City Council regarding rezones, General Plan amendments, Zoning Code amendments, Specific Plans and other planning and land development matters.

BUILDING SAFETY - 18300

PERMIT & PLAN CHECK SERVICES – 20410

The Building Division provides local enforcement of mandatory State building standards codes and the Costa Mesa Municipal Code related to the construction, modification, use, and occupancy of private and public buildings and properties. The division provides permit issuance and plan check services for new construction and the modification of existing structures. The division oversees the routing of plans and coordination of approvals with other divisions and City departments and calculates and collects permit and development related fees.

INSPECTION SERVICES – 20410

The Building Division provides inspection of building construction and alterations for compliance with State building standards codes and Costa Mesa Municipal Code related to the construction, modification, use, and occupancy of private and public buildings and properties. Inspection services enforces codes that establish minimum requirements to safeguard the public health, safety and general welfare; to provide access to persons with disabilities; to promote energy conservation; and a reasonable level of safety to fire fighters and emergency responders during emergency operations. The division conducts damage assessments and determines building safety following a major disaster such as an earthquake; and investigates building construction, illegal conversions, disabled access and other building-related complaints generated by the public.

COMMUNITY IMPROVEMENT - 18400

The Community Improvement Division works in partnership with the public to promote and maintain a safe and desirable living and working environment by applying the division's resources to respond to City Council priorities or to complaints generated by the public.

CODE ENFORCEMENT – 20350

Code Enforcement provides strategic enforcement of the Municipal Code related to land use, building construction, building occupancy, private property maintenance, and signage. Code Enforcement is also responsible for the enforcement of zoning regulations and operating requirements for group homes, residential care facilities, and offsite service providers. Code Enforcement also performs lodging inspections in conjunction with the Orange County Health Department. The division inspects the City's stock of lodging establishments for compliance with the Municipal Code, State Health & Safety laws, and other concerns that often lead to blighted conditions at these locations. Finally, Code Enforcement is responsible for the enforcement of the City's zoning regulations and operating requirements for cannabis uses, including nuisance abatement for any use, structure, or property used for these Operations, in close collaboration with the Police Department and State of California's Bureau of Cannabis Control.

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

CANNABIS BUSINESS PERMITTING/INSPECTIONS – 20350

The Community Improvement Division evaluates and processes cannabis business permit applications, in coordination with the Planning Division and other City Departments, for cannabis businesses as outlined in the City's regulations. The division also performs routine inspections of City-approved cannabis businesses in close coordination with the Police Department and the State of California's Bureau of Cannabis Control to ensure such facilities maintain compliance with applicable regulations.

HOUSING AND COMMUNITY DEVELOPMENT – 11310/11320

PUBLIC SERVICES PROGRAMS – 20421

The Housing and Community Development division (HCD) solicits public service sub-recipient grant applicants for HUD-qualified activities and reviews, recommends, and presents preliminary applications to the Housing and Public Service Grants Ad-hoc Committee for recommendation to the City Council. HCD staff coordinates and implements public service grants allocated by the City Council and funded through the Community Development Block Grant Program (CDBG) program. Public service grants are awarded to nonprofit agencies that provide services such as: homelessness prevention; homeless services; youth, senior and disabled services; and other eligible uses through the City's annual CDBG funding allocation. The City contracts with the Fair Housing Foundation to provide fair housing services to the community. HCD staff monitors all sub-recipients to ensure compliance and performance.

SINGLE FAMILY HOUSING REHABILITATION – 20422

HCD promotes the HUD-funded Single Family Housing Rehabilitation program for eligible, very low-income, single-family Costa Mesa homeowners, by providing technical assistance to program participants including how to apply for grants (up to \$15,000) and/or deferred low-interest loans (up to \$50,000). Property rehabilitation includes interior and exterior residential property improvements addressing basic Zoning and Building Code violations, lead-based paint hazards, and other non-luxury repairs. HCD staff perform income qualification, coordinates homeowner work documentation, loan documentation, ongoing loan management and monitoring, processes requests for loan refinance, loan subordination and loan payoff, and conducts compliance monitoring through the life of each loan.

CDBG ADMINISTRATION – 20427

HCD oversees the preparation and implementation of the federally-required Consolidated Plan, adopted in five-year intervals, as well as annual reviews to ensure CDBG-funded programs and projects comply with the goals of the plan. Additionally, HCD provides technical assistance to government and nonprofit service providers; administers and coordinates the City's federally-funded CDBG programs and capital improvement projects as approved by the City Council; and assures that sub-recipients receiving grant funding maintain HUD compliance. Included in administration of these programs are community outreach, coordination with other City divisions and departments, providing technical assistance in meeting HUD requirements, reviewing projects submitted for compliance with HUD requirements, presentation of CDBG programs to the City Council and coordination of progress reporting requirements on all projects undertaken.

HOME ADMINISTRATION – 20440

HCD coordinates and implements the City's federally-funded HOME programs, as approved by the City Council to enhance decent housing and suitable living environments for low and moderate-income residents. HCD staff prepares, reviews, implements, and provides updated recommendations to the City Council, as needed, to be consistent with City goals and objectives, and HUD regulations. Additionally, HCD oversees the

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

preparation and implementation of the federally-required Consolidated Plan, adopted in five-year intervals, as well as annual reviews to ensure HOME-funded programs and projects comply with the goals of the plan.

HOME PROJECTS – 20445

HCD supports and presents HOME Projects for review and approval by the City Council and monitors and ensures compliance with regulatory reporting requirements for the City's affordable housing projects funded with HOME grant funds.

TENANT BASED RENTAL ASSISTANCE – 20448

Tenant-Based Rental Assistance (TBRA) is an activity that is eligible for HOME funding. HOME funds may be used to provide rental assistance to help pay a portion of the cost of monthly rent and tenant-paid utility costs and to pay security deposit assistance to tenants. Utility deposit assistance may be provided in conjunction with rental assistance subsidy or security deposit assistance and cannot be a standalone TBRA activity. The TBRA program is a pilot program implemented in coordination with a local community-based nonprofit partner.

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

- Due to the COVID-19 pandemic, City Hall has been closed since March 18, 2020. The Department has continued to provide customer service to its residents, businesses and visitors via email requests and phone calls this year.
- Successfully pivoted all core services to a remote work environment and online customer service protocols due to the COVID-19 pandemic.
- Assisted local businesses in recovering from COVID-19 impacts: 1) administered Small Business Grant Programs; 2) launched the Costa Mesa Business Association Collaborative (BAC); 3) supported the reStore Costa Mesa Program; 4) Expedited adoption of a moratorium prohibiting residential and commercial evictions in the city due to COVID-19; and 5) Extended urgency ordinances temporarily relaxing requirements to allow for outdoor dining and religious services while social distancing requirements are in place and extended the approval periods for a variety of planning applications through December 2021.
- Launched the Small Business Grant Program issuing \$2.7M in grant funds and expedited the City-funded Bridge Grant Program issuing an additional \$1.9M in grant funds to Costa Mesa small businesses impacted by the COVID-19 pandemic. Through its business grant programs, Costa Mesa will have distributed \$5M to support local businesses during the pandemic.
- Redirected staff to expedite over 70 temporary use permits (TUPs) to safely allow for outdoor uses in parking areas during COVID-19 including fee waivers for an initial period to encourage early compliance.
- Redirected Code Enforcement operation to respond primarily to COVID complaints, provide informational outreach, and issue administrative citations for violations of public health guidelines; Successful collaboration between Community Improvement Division staff and the Costa Mesa Police Department task force to focus on COVID-19 guidelines outreach and compliance specifically for restaurants and nightclubs.
- Assisted South Coast Plaza in the development of an outdoor pavilion to allow retail shopping and increased local revenues during the pandemic.
- Planning staff processed over 90 Zoning Administrator, Planning Commission and City Council agenda items.
- The Building Division continued to offer next business day inspections throughout the pandemic despite significant staffing challenges due to COVID-19 and continued to permit a significant number of commercial, industrial and new housing projects throughout the City including the City's permanent Bridge Shelter on Airway Drive.
- Continued processing entitlements for a 1,057-unit residential development north of the I-405 Freeway and for the transition of The Press into an office campus for a new major tenant, Anduril Industries. The Anduril transaction represents the largest office lease in Orange County over the past fifteen years.
- The Community Improvement Division staff responded to 1,000 complaints and identified 28 illegal dispensaries; twelve of those locations have since closed and 24 have received citations.

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

- Community Improvement Division staff actively enforced the City's Group Home Ordinances resulting in the closure of 8 unpermitted locations.
- Launched extensive public outreach efforts and completed the public review draft 2021-2029 Housing Element Update toward submittal to the State in 2021.
- Completed the Accessory Dwelling Unit (ADU) Ordinance per State law and to encourage ADU development and affordable housing options.
- Successfully completed Ordinances to allow cannabis retail storefronts and non-storefronts in Costa Mesa pursuant to Measure Q, approved by Costa Mesa voters in November 2020.
- Continued an 18-month multi-departmental implementation process for a new Land Management System and permitting software. The new system will replace 20-year-old technology that is no longer supported and will provide improved accuracy, efficiency, transparency, and customer service.

FISCAL YEAR 2021-2022 GOALS






- Assist a high volume of customers at the Planning and Building counters, under COVID-19 protocols, with minimal wait times and a high level of customer satisfaction.
- Maintain timely permit, plan check and inspection services while operating under COVID-19 protocols for the public and staff.
- Manage a high volume of development applications, while promoting high-quality neighborhoods and businesses in Costa Mesa. Provide the public and decision-makers with high quality, professional staff reports, recommendations, information and materials.
- Fill vacant positions and complete long-term resource planning efforts to ensure adequate staffing and training levels and excellent customer service.
- Complete and implement the City's Economic Development Strategic Plan. Continue to promote business development, community engagement, and retention of high-quality businesses and jobs in Costa Mesa.
- Complete the City's 2021-2029 Housing Element Update toward HCD certification in 2021. Begin community engagement and visioning efforts in coordination with the Zoning and General Plan changes necessary to implement the adopted Housing Element and plan for 11,760 new housing units in Costa Mesa in compliance with State law.
- Launch the new permitting process for the cannabis retail business market in Costa Mesa and assist the remaining approved marijuana manufacturing and distribution businesses through the plan check process toward becoming operational in Fiscal Year 21-22. Continue to improve and streamline cannabis business processes, outreach to local businesses through the Chamber of Commerce, and enforce City ordinances prohibiting illegal dispensaries.
- Prepare an Inclusionary Housing Ordinance for City Council consideration.
- Present ordinances and implementation recommendations to the City Council for a Short Term Rental Program.
- Launch a fully-integrated GIS platform and a new Land Management System and permitting software.

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Development Services Department were developed in alignment with the City Council's priorities.








#	GOALS AND OBJECTIVES					
1	Assist a high volume of customers at the Planning and Building counters, post COVID-19, with minimal wait times and a high level of customer satisfaction.			✓	✓	
2	Maintain timely permit, plan check and inspection services while operating under COVID-19 protocols for the public and staff.			✓	✓	✓
3	Manage a high volume of development applications, while promoting high-quality neighborhoods and businesses in Costa Mesa. Provide the public and decision-makers with high quality, professional staff reports, recommendations, information and materials.		✓			✓
4	Fill vacant positions and provide adequate staffing and training levels in order to provide excellent customer service.	✓				
5	Complete and implement the City's Economic Development Strategic Plan. Continue to promote business development, community engagement, and retention of high-quality businesses and jobs in Costa Mesa.		✓			

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Development Services Department were developed in alignment with the City Council's priorities.

#	GOALS AND OBJECTIVES					
6	Complete the City's 2021-2029 Housing Element Update toward HCD certification in 2021. Begin community engagement and visioning efforts in coordination with the Zoning and General Plan changes necessary to implement the adopted Housing Element and plan for 11,760 new housing units in Costa Mesa in compliance with State law.			✓		✓
7	Prepare an Inclusionary Housing Ordinance for City Council consideration.					✓
8	Launch a fully-integrated GIS platform and a new Land Management System and permitting software.				✓	
9	Present ordinances and implementation recommendations to the City Council for a Short Term Rental Program.		✓			✓
10	Leverage marijuana tax reduction to attract new businesses and assist the remaining approved marijuana businesses through the plan check process toward becoming operational in Fiscal Year 20-21. Continue to improve and streamline cannabis business processes, outreach to local businesses through the Chamber of Commerce, and enforce City ordinances prohibiting illegal dispensaries.		✓			

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	FY 19-20 Actuals	FY 20-21 Adopted	FY 21-22 Proposed
Customer satisfaction rating (out of 10 points)	9	9	9
Average wait time for counter customers (mins)	11.54	11	11
Customers assisted at the planning and building counters	16,734	15,000	16,000
Number of Planning customers assisted by phone and email	69,746	70,000	70,000
Total planning applications received	261	110	110
Number of report items to city council	39	45	50
Number of building permits issued	3,032	2,850	3,000
Number of inspections performed	28,012	32,000	35,000
Number of plan checks performed	1,080	1,450	1,800
Code enforcement cases	1,806	1,165	1,200
Number of code violations cleared	1,633	1,006	1,100
Number of criminal court cases	6	4	4
Number of administrative citations issued	424	450	450
SUP applications for group home received	1	2	2
CUP applications for group homes received	1	2	1
Director's hearings conducted	0	1	1
Marijuana business permit applications received	8	3	15

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the Development Services Department is \$9.2 million, an increase of \$1.6 million or 21 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase is primarily attributed to salaries and benefits restored with the reinstatement of staff furloughs and funded defunded position, implemented in Fiscal Year 2020-21 due to COVID-19 reductions.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
DEVELOPMENT SERVICES DEPARTMENT BY FUNDING SOURCE				
General Fund - 101	\$ 6,250,876	\$ 6,084,242	\$ 6,325,666	\$ 7,782,564
Disaster Fund - 150	-	156,791	-	-
HOME Program Fund - 205	168,918	241,431	580,820	551,298
CDBG Fund - 207	535,540	448,742	721,643	761,449
Rental Rehab Program Fund - 216	80,000	-	-	80,000
IT Replacement Fund - 603	-	-	-	48,536
Total Development Services Department	\$ 7,035,334	\$ 6,931,206	\$ 7,628,129	\$ 9,223,847

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
DEVELOPMENT SERVICES DEPARTMENT BY PROGRAM				
ADMINISTRATION - 18100				

Development Services Administration - 50001

Salaries and Benefits	\$ 816,553	\$ 680,548	\$ 317,321	\$ 689,287
Maintenance and Operations	187,539	157,057	119,612	121,812
Fixed Assets	6,204	13,768	7,200	7,200
Subtotal Development Services Admin.	\$ 1,010,297	\$ 851,373	\$ 444,133	\$ 818,299

Economic Development - 20370

Salaries and Benefits	\$ -	\$ -	\$ -	\$ 176,576
Maintenance and Operations	-	-	-	\$ 1,250
Fixed Assets	-	-	-	-
Subtotal Economic Development	\$ -	\$ -	\$ -	\$ 177,826

Emergency Services - 51040

Salaries and Benefits	\$ -	\$ 102,239	\$ -	\$ -
Maintenance and Operations	-	54,552	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 156,791	\$ -	\$ -

PLANNING - 18200

Planning - 20320

Salaries and Benefits	\$ 1,619,870	\$ 1,660,071	\$ 1,890,860	\$ 1,990,137
Maintenance and Operations	355,259	286,751	117,740	246,490
Fixed Assets	10,943	-	-	-
Subtotal Planning	\$ 1,986,072	\$ 1,946,822	\$ 2,008,600	\$ 2,236,627

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PLANNING - 18200 (Continued)				
<u>Planning Commission - 20360</u>				
Salaries and Benefits	\$ 500	\$ -	\$ -	\$ -
Maintenance and Operations	28,790	34,865	34,440	36,940
Fixed Assets	-	-	-	-
Subtotal Planning Commission	\$ 29,290	\$ 34,865	\$ 34,440	\$ 36,940
BUILDING SAFETY - 18300				
<u>Building Safety - 20410</u>				
Salaries and Benefits	\$ 1,840,033	\$ 1,791,519	\$ 2,245,086	\$ 2,383,371
Maintenance and Operations	185,930	289,668	225,967	496,435
Fixed Assets	375	355	-	4,000
Subtotal Building Safety	\$ 2,026,338	\$ 2,081,541	\$ 2,471,053	\$ 2,883,806
COMMUNITY IMPROVEMENT - 18400				
<u>Code Enforcement - 20350</u>				
Salaries and Benefits	\$ 1,183,689	\$ 1,234,512	\$ 1,568,837	\$ 1,877,496
Maintenance and Operations	134,707	81,746	95,213	131,249
Fixed Assets	6,476	15	-	-
Subtotal Code Enforcement	\$ 1,324,872	\$ 1,316,273	\$ 1,664,050	\$ 2,008,745
HOUSING ADMINISTRATION - 11310				
<u>Public Service Programs - 20421</u>				
Salaries and Benefits	\$ 23,147	\$ 19,400	\$ -	\$ -
Maintenance and Operations	138,177	93,444	170,400	165,000
Fixed Assets	-	-	-	-
Subtotal Public Service Programs	\$ 161,324	\$ 112,844	\$ 170,400	\$ 165,000
<u>CDBG Administration - 20427</u>				
Salaries and Benefits	\$ 73,979	\$ 46,168	\$ 58,517	\$ 79,520
Maintenance and Operations	133,657	111,094	150,452	142,518
Fixed Assets	522	-	2,000	2,000
Subtotal CDBG Administration	\$ 208,157	\$ 157,262	\$ 210,969	\$ 224,038
<u>CDBG Housing Rehab Admin. - 20455</u>				
Salaries and Benefits	\$ 40,066	\$ 31,338	\$ 43,323	\$ 41,268
Maintenance and Operations	-	666	341	-
Fixed Assets	-	-	-	-
Subtotal CDBG Housing Rehab Admin.	\$ 40,066	\$ 32,004	\$ 43,664	\$ 41,268
HOME - 11320				
<u>Single Family Housing Rehab. - 20422</u>				
Salaries and Benefits	\$ 36,517	\$ 37,328	\$ 41,228	\$ 36,801
Maintenance and Operations	100,585	173,670	158,772	239,139
Fixed Assets	-	-	-	-
Subtotal Single Family Housing Rehab	\$ 137,102	\$ 210,998	\$ 200,000	\$ 275,940

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
HOME - 11320 (continued)				
HOME Program - 20440				
Salaries and Benefits	\$ 9,614	\$ 9,474	\$ 8,940	\$ 9,642
Maintenance and Operations	22,203	20,958	41,642	40,454
Fixed Assets	-	-	-	-
Subtotal HOME Program	\$ 31,816	\$ 30,432	\$ 50,582	\$ 50,096
HOME Projects - 20445				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	180,238	75,262
Fixed Assets	-	-	-	-
Subtotal HOME Projects	\$ -	\$ -	\$ 180,238	\$ 75,262
Tenant Based Rental Assistance - 20448				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	150,000	150,000
Fixed Assets	-	-	-	-
Subtotal TBRA Projects	\$ -	\$ -	\$ 150,000	\$ 150,000
CalHome - 20460				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	80,000	-	-	80,000
Fixed Assets	-	-	-	-
Subtotal HOME Projects	\$ 80,000	\$ -	\$ -	\$ 80,000
TOTAL DEVELOPMENT SERVICES DEPARTMENT				
Salaries and Benefits	\$ 5,643,967	\$ 5,612,598	\$ 6,174,112	\$ 7,284,098
Maintenance and Operations	1,366,847	1,304,471	1,444,817	1,926,549
Fixed Assets	24,520	14,137	9,200	13,200
Total Development Services Department	\$ 7,035,334	\$ 6,931,206	\$ 7,628,129	\$ 9,223,847

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

		FY 18-19	FY 19-20	FY 20-21	FY 21-22
Expense by Account		Actuals	Actuals	Adopted Budget	Proposed Budget
DEVELOPMENT SERVICES DEPARTMENT BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 3,136,463	\$ 3,147,505	\$ 3,619,655	\$ 4,165,957
Regular Salaries - Part time	501300	264,961	330,101	363,316	325,223
Overtime	501400	97,537	128,212	49,673	119,467
Accrual Payoff - Excess Maximum	501500	-	-	3,300	3,300
Vacation/Comp. Time Cash Out	501600	20,684	24,956	12,500	12,500
Holiday Allowance	501700	6,256	7,082	3,500	3,500
Separation Pay-Off	501800	1,189	16,031	2,500	2,500
Other Compensation	501900	30,404	33,269	29,199	33,120
Vacancy Attrition	501000	-	-	(411,263)	-
Cafeteria Plan	505100	576,857	628,343	726,853	852,341
Medicare	505200	53,305	55,334	58,177	65,603
Retirement	505300	1,249,997	1,228,648	1,701,084	1,684,969
Executive Professional Development	505500	85,793	6,180	8,600	8,600
Auto Allowance	505600	6,919	6,938	6,900	6,900
Unemployment	505800	2,113	-	20	20
Workers' Compensation	505900	111,491	-	98	98
Subtotal Salaries & Benefits		\$ 5,643,967	\$ 5,612,598	\$ 6,174,112	\$ 7,284,098
Maintenance and Operations					
Stationery and Office	510100	\$ 24,117	\$ 11,043	\$ 25,500	\$ 33,000
Multi-Media, Promotions and Subs	510200	8,026	21,372	5,989	20,989
Small Tools and Equipment	510300	45,204	7,328	5,188	8,532
Uniform & Clothing	510400	15,146	3,656	11,000	11,000
Safety and Health	510500	687	513	600	600
Maintenance & Construction	510600	1,271	125	-	-
Postage	520100	20,007	112	864	442
Legal Advertising/Filing Fees	520200	26,766	25,828	22,000	25,232
Advertising and Public Info.	520300	-	1,092	2,550	2,550
Telephone/Radio/Communications	520400	15,627	16,651	16,300	16,300
Meetings & Conferences	520500	7,203	2,029	700	5,400
Mileage Reimbursement	520600	1,179	649	1,350	1,350
Board Member Fees	520800	24,800	33,200	33,600	33,600
Professional Development	520900	-	14,826	47,840	47,455
Office Furniture	525600	95	583	-	-
Office Equipment	525700	70	5,367	100	100
Employment	530100	15,921	-	-	-
Consulting	530200	483,597	391,342	213,978	379,222
Legal	530300	11,360	-	39,121	8,120
Engineering and Architectural	530400	118,076	226,021	168,430	418,398
External Rent	535400	11,038	4,834	14,698	14,698

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
DEVELOPMENT SERVICES DEPARTMENT BY ACCOUNT					
Maintenance and Operations (Continued)					
Grants, Loans and Subsidies	535500	318,762	266,463	662,108	712,099
Central Services	535800	28,448	19,071	18,790	18,736
Internal Rent - Postage	535900	-	20,056	26,901	27,339
Internal Rent - Maintenance	536100	27,563	36,654	36,654	36,787
Internal Rent - Repl.Cost	536200	8,528	18,160	18,160	18,160
Internal Rent - IT Replacement	536300	19,748	-	-	-
Internal Rent - Fuel	536400	-	12,177	11,800	11,800
Internal Rent - General Liability	536500	-	72,990	36,388	36,183
Internal Rent - Workers' Comp	536600	-	22,147	18,095	17,993
Internal Rent - Unemployment	536700	-	6,236	6,065	6,031
General Liability	540100	133,609	-	-	-
Other Costs	540900	-	-	48	48
Emergency Protective Measure	580200	-	54,552	-	-
Subtotal Maintenance & Operations		\$ 1,366,847	\$ 1,304,471	\$ 1,444,817	\$ 1,926,549
Fixed Assets					
Other Equipment	590800	\$ 24,520	\$ 14,137	\$ 9,200	\$ 13,200
Subtotal Fixed Assets		\$ 24,520	\$ 14,137	\$ 9,200	\$ 13,200
Total Development Services Department		\$ 7,035,334	\$ 6,931,206	\$ 7,628,129	\$ 9,223,847

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

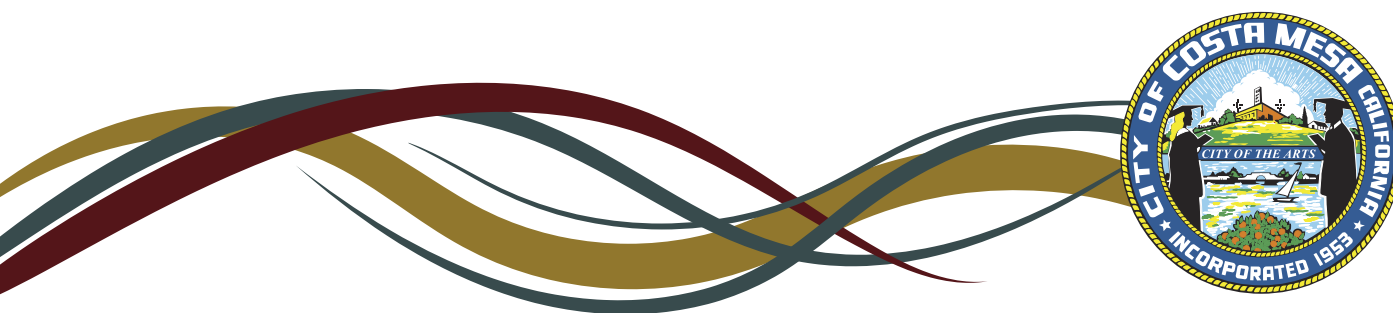
Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
DEVELOPMENT SERVICES BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 2,971,627	\$ 2,936,464	\$ 3,385,541	\$ 3,967,721
Regular Salaries - Part time	501300	235,139	282,395	338,189	188,409
Overtime	501400	94,136	124,510	44,223	106,467
Accrual Payoff - Excess Maximum	501500	-	-	3,300	3,300
Vacation/Comp. Time Cash Out	501600	20,684	24,956	12,500	12,500
Holiday Allowance	501700	6,239	7,082	3,500	3,500
Separation Pay-Off	501800	1,176	16,031	2,500	2,500
Other Compensation	501900	29,356	31,911	29,199	33,120
Vacancy Attrition	501000	-	-	(411,263)	-
Cafeteria Plan	505100	540,427	585,351	664,861	797,081
Medicare	505200	50,691	51,686	54,418	60,745
Retirement	505300	1,187,417	1,152,193	1,587,966	1,554,321
Executive Professional Development	505500	84,508	6,180	8,600	8,600
Auto Allowance	505600	6,919	6,938	6,900	6,900
Unemployment	505800	1,686	-	-	-
Workers' Compensation	505900	107,544	-	-	-
Subtotal Salaries & Benefits		\$ 5,337,547	\$ 5,225,696	\$ 5,730,434	\$ 6,745,164
Maintenance and Operations					
Stationery and Office	510100	\$ 20,256	\$ 10,548	\$ 22,500	\$ 24,500
Multi-Media, Promotions and Subs	510200	8,026	21,372	5,989	20,989
Small Tools and Equipment	510300	45,204	7,328	3,091	3,091
Uniform & Clothing	510400	15,146	3,656	11,000	11,000
Safety and Health	510500	687	513	600	600
Maintenance & Construction	510600	1,271	125	-	-
Postage	520100	19,325	50	-	-
Legal Advertising/Filing Fees	520200	26,766	25,828	20,000	21,500
Telephone/Radio/Communications	520400	15,627	16,651	16,300	16,300
Meetings & Conferences	520500	7,203	2,029	-	4,700
Mileage Reimbursement	520600	1,179	649	1,350	1,350
Board Member Fees	520800	24,800	33,200	33,600	33,600
Professional Development	520900	-	14,136	43,840	43,455
Office Furniture	525600	95	583	-	-
Office Equipment	525700	70	5,367	-	-
Consulting	530200	377,997	262,460	80,222	233,222
Engineering and Architectural	530400	118,076	226,021	168,430	418,398

DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
DEVELOPMENT SERVICES BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (Continued)					
External Rent	535400	11,038	4,834	14,698	14,698
Central Services	535800	28,359	19,044	18,736	18,736
Internal Rent - Postage	535900	-	19,938	26,797	26,797
Internal Rent - Maintenance	536100	26,280	36,200	36,200	36,200
Internal Rent - Repl.Cost	536200	8,155	17,600	17,600	17,600
Internal Rent - IT Replacement	536300	19,748	-	-	-
Internal Rent - Fuel	536400	-	12,177	11,800	11,800
Internal Rent - General Liability	536500	-	68,121	33,221	33,221
Internal Rent - Workers' Comp	536600	-	20,670	16,520	16,520
Internal Rent - Unemployment	536700	-	5,429	5,538	5,538
General Liability	540100	114,022	-	-	-
Subtotal Maintenance & Operations		\$ 889,330	\$ 844,409	\$ 588,032	\$ 1,026,200
Fixed Assets					
Other Equipment	590800	\$ 23,998	\$ 14,137	\$ 7,200	\$ 11,200
Subtotal Fixed Assets		\$ 23,998	\$ 14,137	\$ 7,200	\$ 11,200
Total Development Services Department		\$ 6,250,876	\$ 6,084,242	\$ 6,325,666	\$ 7,782,564





PUBLIC SERVICES DEPARTMENT

PUBLIC SERVICES ADMINISTRATION

1.0 FTE - **Public Services Director**
1.0 FTE - Executive Secretary
1.0 FTE - Senior Management Analyst
1.0 FTE - Management Analyst

1.0 FTE - **Energy and Sustainability
Service Manager**

ENGINEERING

1.0 FTE - **City Engineer**
2.0 FTE - Administrative Secretary
3.0 FTE - Assistant Engineer
4.0 FTE - Associate Engineer
1.0 FTE - Chief Construction Inspector
2.0 FTE - Construction Inspector
1.0 FTE - Contract Administrator
1.0 FTE - Engineer Tech II
3.0 FTE - Engineering Tech III
1.0 FTE - Office Specialist II
1.0 FTE - Principal Civil Engineer
2.0 FTE - Senior Engineer
1.25 FTE - Part-Time

TRANSPORTATION SERVICES

1.0 FTE - **Transportation Services Manager**
1.0 FTE - Assistant Engineer
1.0 FTE - Associate Engineer
2.0 FTE - Engineering Technician III
1.0 FTE - Senior Engineer
1.0 FTE - Active Transportation Coordinator
1.0 FTE - Part-Time

MAINTENANCE SERVICES

1.0 FTE - **Maintenance Services Manager**
1.0 FTE - Administrative Secretary
2.0 FTE - Equipment Mechanic II
2.0 FTE - Equipment Mechanic III
1.0 FTE - Lead Equipment Mechanic
0 FTE - Executive Secretary
2.0 FTE - Facilities Maintenance Technician
6.0 FTE - Lead Maintenance Worker
1.0 FTE - Maintenance Assistant
3.0 FTE - Maintenance Superintendent
5.0 FTE - Maintenance Supervisor
6.0 FTE - Maintenance Worker
1.0 FTE - Office Specialist
1.0 FTE - Senior Maintenance Technician
6.0 FTE - Senior Maintenance Worker
5.50 FTE - Part-Time



PUBLIC SERVICES DEPARTMENT

The Public Services Department provides services related to engineering design, construction management, transportation, street, energy and sustainability, park and city facilities maintenance, water quality, waste management and recycling, street sweeping, and fleet management. The Department has 72 full-time staff members composed of six management, four clerical, and 62 professional/technical staff. Part-time staffing consists of 8 full-time equivalents. The Department is organized in four divisions as follows:

- *Public Services Administration*
- *Engineering*
- *Transportation Services*
- *Maintenance Services*

PUBLIC SERVICES ADMINISTRATION - 19100

ADMINISTRATION – 50001

Provides the overall coordination, direction, and oversight for all Department activities, which include four divisions, overseeing 22 municipal services functions. Administrative management includes development of the Department's operational budget; personnel management; securing and implementing grant programs; providing commercial, multi-family, and construction and demolition waste collection and recycling services; evaluation and monitoring of current and pending legislation's impact on Department programs and operations; overseeing short and long-range capital improvement planning and development; and accomplishing the Department's strategic goals, operational goals and objectives within general policy guidelines.

ENERGY AND SUSTAINABILITY

Plans, develops and executes sustainability initiatives including energy conservation and efficiency, clean energy generation, electrification of transportation, waste management, water conservation, urban greening, greenhouse gases (GHG) reduction and promoting green economy and workforce among others. Provides leadership and support to identify citywide sustainability focus areas, programs and policies that are practical, innovative and align with City Council's Goals and Priorities. Identifies and prioritize sustainability projects, build internal and external partnerships, secures funding/ financing and implement projects. Leads outreach and educational efforts including organizing and attending community events and hosting internal and external workshops that promote sustainability and environmental protection in Costa Mesa.

RECYCLING – 20230

Implements and monitors the City's compliance to solid waste and recycling mandates such as the Integrated Waste Management Act 1989 AB939, AB341 Mandatory Recycling for Commercial and Multi-family sectors, AB1826 Mandatory Commercial Organics Recycling, and the California Green Building Standards Code (CALGreen) waste diversion requirements for construction and demolition projects. Administers the non-exclusive Waste Hauling Franchise and Contractor Self-Haul Permit. Manages the City's participation in State grant and recycling programs including the Used Oil Recycling Grant and Beverage Container Recycling Grant. Responsible for participation in and compliance with the California Department of Resources Recycling and Recovery (CalRecycle) jurisdiction reviews and submission of the Local Jurisdiction Electronic Annual Report (EAR) to CalRecycle.

ENGINEERING - 19200

The Engineering Division is responsible for the design and construction of the City's Capital Improvement Program. The Division is also responsible for the procurement of real property and public right-of-way, the design and development of all parks and open space facilities, administration of water quality regulations, construction

PUBLIC SERVICES DEPARTMENT (CONTINUED)

Management and inspection of public works improvements, development review and processing, and utility coordination. The Engineering Division is organized into nine sections.

FAIRVIEW PARK – 20115

Administers design and construction projects aimed at implementing the Fairview Park Master Plan. Manages and coordinates construction activities and projects with regulatory agencies.

WATER QUALITY – 20510

Implements and monitors the City's compliance with the National Pollutant Discharge Elimination System (NPDES). Coordinates and implements the Santa Ana Regional Water Quality Board directives for compliance with the Water Quality Act, as it relates to City draining into the Santa Ana River and the Newport Bay. Prepares the City's Annual Program Effectiveness Assessment (PEA) and coordinates compliance with Newport Bay Total Maximum Daily Load (TMDL) regulations.

STREET IMPROVEMENTS – 30112

Designs plans and specifications for the construction and maintenance of City Capital Improvement Projects. Administers the Pavement Management Program. Administers design consultant contracts. Reviews and approves engineering submittals, including improvement plans, material reports, utility work, engineering estimates, and ADA accessibility. Secures competitive grant funding for street improvement projects.

STORM DRAIN IMPROVEMENTS – 30122

Designs and manages the construction of the City's Storm Drain System (approximately 64.7 miles of storm drain), as it relates to the implementation of the Master Plan of Drainage.

CURB & SIDEWALKS – 30130

Establishes a parkway maintenance program that is essential to remove and replace damaged curb, gutter and sidewalk throughout the City.

DEVELOPMENT – 30310

Conducts development review of private development submittals. Permits work in the public right-of-way. Identifies development conditions for Planning Commission hearings. Administers Subdivision Map Act requirements. Provides staff support to the Planning Commission.

REAL PROPERTY – 30320

Responsible for land acquisition, vacation, and abandonment of right-of-way. Conducts acquisition negotiations and manages agreements. Responsible for preparing real property documents and administering consultant services related to the acquisition and relinquishment of real property.

PARK DEVELOPMENT – 40112

Acquires, develops, and renovates park facilities. Manages the design and construction of new park projects and renovation of existing park facilities. Responsible for master planning new park and open space facilities and managing compliance of Capital Improvement Projects with the Master Plan of Parks and Recreation. Secures park and open space competitive grant funding.

PUBLIC SERVICES DEPARTMENT (CONTINUED)

CONSTRUCTION MANAGEMENT – 50002

Administers construction contracts. Manages and inspects construction activities and projects in the public right-of-way, City-owned buildings, and facilities. Manages the construction and implementation of the City's Capital Improvement Program. Administers compliance with Federal and State Labor Laws including Prevailing Wage Regulations, Disadvantaged Business Participation, Equal Opportunity Employment Practices, and Public Contract Laws.

TRANSPORTATION SERVICES - 19300

The Transportation Services Division is responsible for the operation and maintenance of the traffic operations infrastructure including, but not limited to: traffic signals, closed circuit television cameras, Traffic Operations Center, speed feedback signs, and emergency vehicle preemption system, implementation of the General Plan Circulation Element, and the Active Transportation Plan, and transportation planning and design activities within the City. Administers programs and projects to promote safe and efficient movement of people and goods throughout the City. Manages the private contract for school crossing guards, in order to enhance the safety of elementary school students walking to and from school. The Transportation Division is organized into three sections:

TRAFFIC PLANNING – 30210

Responsible for the implementation of the Circulation Element of the City's General Plan. Studies and implements short- and long-range transportation improvements in accordance with the General Plan. Manages the City's transportation model and residential parking permit program. Reviews and monitors development projects. Administers the City's Traffic Impact Fee Program. Coordinates with other agencies on transportation related activities and manages the City's school crossing guard and bus shelter contracts.

TRAFFIC OPERATIONS – 30241

Maintains, operates, and updates traffic signals, traffic control devices, and street lights in the City. Manages the City's overall traffic flow/movement through Intelligent Transportation Systems (ITS) elements including signal coordination, closed circuit televisions (CCTV), video detection for all users, and a centralized traffic operations center. Designs and implements traffic operations improvements such as radar speed feedback signs, emergency vehicle preemption devices, and enhanced pedestrian crossing improvements.

ACTIVE TRANSPORTATION PROGRAM – 30225

Responsible for development and implementation of City's Active Transportation Plan component of the City's Circulation Element. Address bikeway and pedestrian issues, bicycle/pedestrian network connectivity and infrastructure maintenance requests. Plan, design, and construct bicycle and pedestrian facility improvements, and complete street solutions, where applicable.

MAINTENANCE SERVICES - 19500

The Maintenance Services Division is responsible for the care, maintenance, repair and alteration of the City's municipal facilities. This also includes the maintenance of vehicles and equipment, parks and parkways, trees, traffic signs and markings, street sweeping, storm water systems, graffiti abatement and roadways. The Maintenance Services Division is structured in nine programs listed below:

PUBLIC SERVICES DEPARTMENT (CONTINUED)

MAINTENANCE SERVICES ADMINISTRATION – 50001

Provides overall direction, coordination, and support to the maintenance sections operational and administrative activities and functions. Provides staff support to the Parks, Arts and Community Services Commission.

STREET CLEANING – 20120

Sweeps and cleans approximately 400 miles of residential, commercial and arterial roadway lanes in the City.

GRAFFITI ABATEMENT – 20130

Removes graffiti in the public right-of-way, public parks, City-owned facilities, and on private structures where graffiti is visible from the public right-of-way. Pressure washes city playgrounds, bus stops, sidewalks and city facilities.

STREET MAINTENANCE – 30111

Maintains approximately 525 lane miles of streets, 15 miles of City alleys, and miscellaneous easements.

STORM DRAIN MAINTENANCE – 30121

Maintains the City's storm drain system and 1,165 catch basins.

SIGNS AND MARKINGS – 30243

Installs and maintains all street and traffic signage and pavement markings in the City.

PARK, PARKWAY AND MEDIAN MAINTENANCE – 40111

Maintains the City's 29 parks, sports fields and related facilities, 13 acres of landscaped street medians, and approximately 22,000 parkway trees. Administers the City's landscape maintenance and tree maintenance contracts.

FACILITY MAINTENANCE – 50910

Maintains, repairs, and rehabilitates 23 City-owned buildings, over 314,606 Sq. Ft including those leased from and to outside agencies. Administers and supervises contract services required for maintaining all City facilities.

EQUIPMENT MAINTENANCE – 50920

Maintains and repairs the City's fleet of over 330 vehicles including large aerial fire apparatus, police vehicles and motorcycles, maintenance trucks, general use vehicles, emergency back-up generators, trailers and other miscellaneous equipment. Equipment Maintenance monitors and ensures that all the City's fuel sites, fuel storage tanks and hazardous material storage is compliant with all County regulations.

WAREHOUSE – 50925

Orders, stocks and maintains an inventory of essential goods and materials for the City. Delivers requisitions of goods to all City facilities and departments. Receives shipments/orders. Maintains City surplus property transfers and schedule pick up of items resalable for auction, electronic e-waste, scrap metal recycles, tire disposal and processes recyclable items. Performs end-of-month reconciliations and processes.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

- Completed the Norma Hertzog Community Center (NCC). Obtained Certificate of Occupancy and LEED Silver Certification.
- Completed Lions Park playground improvements.
- Implemented traffic signal synchronization system improvements on Fairview Road and Bear Street.
- Completed design of traffic signal synchronization improvements on Red Hill Avenue.
- Initiated the design of Pedestrian and Bicycle Improvements at the Adams Avenue at Pinecreek Intersection. Included community engagement during design.
- Continued work on design of the Newport Boulevard Improvements Project from 19th Street to 17th Street.
- Initiated the design of the Newport Boulevard Rehabilitation Projects from Bristol Street to 19th Street.
- Conducted public outreach and advanced design for Adams Avenue Multipurpose Trail project.
- Completed design of Randolph Avenue Parking and Pedestrian Improvements including design of a roundabout at the intersection of Randolph Avenue at St. Clair Street, traffic calming design features, and raised pedestrian midblock crossing.
- Managed and maintained locations with potential for chronic flooding issues.
- Completed Citywide Street Improvements Project for Fiscal Year 2020-2021 - design and construction to maintain Pavement Condition Index (PCI) goal of 85.
- Continued Citywide Parkway Improvements Project for Fiscal Year 2020-2021.
- Begin design and development for Citywide Slurry Seal Project for Fiscal Year 2020-2021.
- Continued the construction of the Permanent Bridge Shelter Facility.
- Continued to work on the update to the City's Storm Drain Master Plan Update with community engagement.
- Completed the upgrade of the City Hall Fire Alarm System.
- Completed construction of the Merrimac Way Active Transportation and roadway improvements.
- Initiated construction of the Fairview Road Safety and Active Transportation Improvements between Adams and Baker.
- Completed Bear Street Improvement Project from I-405 Freeway to Baker Street including addition of bicycle lanes and a bike box at Baker Street/ Bear Street intersection.
- Completed Hamilton Street Improvement Project from Pomona Ave. to Harbor Blvd including enhancements to bicycle lanes.

PUBLIC SERVICES DEPARTMENT (CONTINUED)

- Completed Santa Ana Avenue Improvement Project from 22nd St. to 23rd St with widened bicycle lanes and updated markings.
- Constructed new concrete driveway pad behind Fire Station No. 4.
- Advertised for construction of the West 19th Street Bicycle Facility Improvements.
- Continued of the installation of bicycle racks at City facilities and in commercial corridors.
- Completed the installation of improved and new bicycle lanes in the City – combined total of five miles.
- Advertised for the construction of a new traffic signal at Baker / Randolph intersection.
- Continued to work on the City Hall Elevator Modernization Project.
- Completed construction of City Hall Electric Vehicle charging stations.
- Completed Santa Ana Delhi Channel in conjunction with funding partners from nearby cities.
- Obtained LEED for Cities Gold level achievement.
- Purchased three fully electric Chevy Bolts. It was partially covered through Mobile Source Air Pollution Reduction Review Committee (MSRC) grant.
- Replaced 6150 streetlights throughout the City from High Pressure Sodium (HPS) fixtures to LEDs.
- Completed the lighting fixtures upgrades at Tewinkle, Wakeham, Heller and Bark Parks.
- Secured \$180,000 California Volkswagen (VW) Environmental Mitigation Trust fund grant to purchase a new zero-emission bus (e-shuttle) that will replace old bus that currently operates the Senior Center.
- Conducted research and analysis on Community Choice Energy options for Costa Mesa.
- Informed and educated permitted waste haulers, City leadership and residents on the new State Mandate (SB1383) requirements on organic waste reduction.
- Complete a Citywide Parking Study of the residential permit parking with community engagement.
- Procured grant funding and initiated the development of a Local Road Safety Plan.
- Complete Development of Pedestrian Master Plan with community engagement.
- Completion of Assetworks Fuel Management at all sites.
- Purchased of fifteen (15) new replacement vehicles and equipment.
- Addition of one O.E.S. Type III Pump & Roll Wildland Fire Apparatus, Unit # 571
- Addition of one O.E.S. Fire Pumper, Unit #570.
- Improved Fleet shop to motorcycle shop and welding/fabrication shop.

PUBLIC SERVICES DEPARTMENT (CONTINUED)

- Replaced Corp Yard pressure washer and upgraded the electrical to pressure washer pad and surrounding area with additional power outlets for charging of vehicles and equipment.
- Replaced Corp Yard Under Dispenser Containments (UDC's) to meet Orange County's compliance regulations.
- Replaced Police Department unleaded fuel dispenser and pump.
- Instituted Covid-19 vehicle and equipment disinfecting procedures per the Center of Disease Control (CDC) guidelines
- Implemented Underground Storage Tank (UST) maintenance and monthly Designated Operator (D.O.) inspections for all city owned fuel sites.
- Provided traffic signal and electrical maintenance to 126 traffic signals and 58 radar speed signs.
- Provide landscape maintenance of 463 acres of City parks, fields, parkways, and medians.
- Planted over 175 new trees in City parks and parkways.
- Manage approximately 24 thousand City-owned trees; and continue to be designated as a "Tree City USA".
- Abate graffiti within 24 hours of notification or discovery.
- Repair potholes on City streets within 24 hours of notification or discovery.
- Responded to 3,722 calls for service related to graffiti removal.
- 8,539 bulky items were removed from the City's right-of-ways, including furniture, shopping carts, appliances and over 814 mattresses were retrieved and recycled.
- Cleaned and maintained 1,100 catch basins and drainage facilities.
- Installed Sapphire waterless fire suppression system in the Communications building equipment room.
- Updated Police Department HVAC VFD controls.
- Completed 95% of Fire Station Apparatus Bay LED upgrade replacement.
- Weekly Disinfected City Buildings due to Covid-19 Pandemic
- Procured and Distributed Sanitary Supplies to City Facilities during Covid-19 Pandemic.
- Installed Bi-Polar Ionization System throughout Civic Center Facilities excluding FS#5.
- Installed new touchless door operator at City Hall employee entrance.

PUBLIC SERVICES DEPARTMENT (CONTINUED)

- Completed Over 500 Building Maintenance Work requests.
- Remodeled Community Room and Upgraded HVAC System.
- Installed Communications Fire Suppression.
- Interior Painting Upgrades at all Fire Stations and Police Facility Locations.
- Installed Energy Saving MelRok controls for monitoring City hall HVAC usage.
- Re-piped Police Substation Plumbing.
- Prepared, transported and installed Snoopy Winterfest 2020 at IKEA.
- Installed New Gate Operator at Fire Station #3.
- Conducted Humidity Study for Fire Station #1.

FISCAL YEAR 2021-2022 GOALS

- Develop and maintain a Capital Improvement Program (CIP) information page on City's website to provide status on projects.
- Continue with traffic signal synchronization system improvements.
- Complete the design of Pedestrian and Bicycle Improvements at the Adams Avenue at Pinecreek Intersection. Include community engagement during design.
- Complete design of the Newport Boulevard Improvements Project from 19th Street to 17th Street.
- Complete design of the Newport Boulevard Rehabilitation Projects from Bristol Street to 19th Street.
- Implement storm drain improvements at locations with potential for chronic flooding issues.
- Citywide Parkway Improvement Project for Fiscal Year 2021-2022- Complete design and construction.
- Citywide Street Improvements Project for Fiscal Year 2021-2022- Complete design and construction to maintain Pavement Condition Index (PCI) goal of 85.
- Complete the design and reconstruction of additional alleyways.
- Complete the update to the City's Storm Drain Master Plan Update with community engagement.
- Installation of storm drain connector pipe screens (CPS) throughout the City.
- Complete construction of Placentia Ave. stormwater quality full-capture filtration system.
- Complete Fire Station No. 3 repairs.
- Complete Fire Station No. 4 Training Tower modifications and structural retrofit.
- Complete construction of the Fairview Road Safety and Active Transportation Improvements between Adams and Baker, including installation of a new traffic signal at Village Way and Fairview Road.
- Complete construction of the West 19th Street Bicycle Facility Improvements.
- Continue implementation of bike racks at City facilities and commercial corridors.
- Complete construction of a new traffic signal at Baker / Randolph intersection.
- Complete the City Hall Elevator Modernization Project.
- Complete a Citywide Parking Study of the residential permit parking with community engagement.
- Complete the development of a Local Road Safety Plan with community engagement.
- Complete the design and installation of new traffic signals at the intersection Wallace at West 19th Street,

PUBLIC SERVICES DEPARTMENT (CONTINUED)






- Complete construction of the OCTA Project W grant funded transit stop improvements.
- Complete Development of Pedestrian Master Plan with community engagement.
- Develop a sustainability webpage to increase community engagement and outreach.
- Expand EV charging infrastructure at various City Facilities including the Corp Yard and the Senior Center.
- Conduct a detailed technical and financial study on Community Choice Energy.
- Develop an RFP and selection for abandoned bulky item collection services at designated multi-family properties.
- Work on SB 1383 Compliance requirements, including developing a new franchise agreement development/negotiation, Municipal Code Revision, Ordinances among others.
- Provide landscape maintenance of 463 acres of City parks, fields, parkways, and medians.
- Manage approximately 24 thousand City-owned trees; and continue to be designated as a "Tree City USA".
- Abate graffiti within 24 hours of notification or discovery.
- Repair potholes on City streets within 24 hours of notification or discovery.
- Procure vehicles as authorized in the fiscal year 2021-2022 budget.
- Upgrade the City's Vehicle Fuel Management.
- Complete install of new HVAC units at Multiple City Owned Buildings.

PUBLIC SERVICES DEPARTMENT (CONTINUED)

GOALS AND OBJECTIVES

The goals and objectives of the Public Services Department were developed in alignment with the City Council's priorities.



#	GOALS AND OBJECTIVES					
1	Provide landscape maintenance of 463 acres of City parks and fields.				✓	
2	Complete design and construction of street rehabilitation projects to maintain Pavement Condition Index (PCI) goal of 85.			✓	✓	
3	Complete the update of the City's Storm Drain Master Plan.		✓	✓	✓	
4	Implement storm drain improvements at locations with potential for chronic flooding issues.			✓	✓	
5	Implement the adopted CIP		✓	✓	✓	
6	Develop a sustainability webpage to increase community engagement and outreach	✓		✓		
7	Expand EV charging infrastructure at various City Facilities including the Corp Yard and the Senior Center				✓	
8	Conduct a detailed technical and financial study on Community Choice Energy		✓		✓	
9	Develop an RFP and selection for abandoned bulky item collection services at designated multi-family properties			✓		
10	Work on SB 1383 Compliance requirements, including developing a new franchise agreement development/ negotiation, Municipal Code Revision, Ordinances among others		✓	✓	✓	

PUBLIC SERVICES DEPARTMENT (CONTINUED)

PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Proposed
Percent of the total number of City trees trimmed	25%	30%	30%
Percent of budgeted building maintenance projects completed	85%	90%	95%
Pavement Condition Index (PCI) for streets network	85.7	86	86.5
Percent of budgeted Capital Improvement Projects completed in budgeted fiscal year	85%	80%	85%
Percentage change in bulky items removed from City right-of-way	15%	10%	15%
Number of trees planted	150	200	200
Number of facility work requests	1,145	1,500	1,100
Number of calls for service for graffiti	4,213	3,000	3,000
Number of facility rehabilitation projects completed	30	8	10
Number of traffic and street signs maintained	217	250	250
Number of linear feet of lanes repainted	950,415	1,000,000	1,000,000
Number of linear feet of roadway rehabilitated	56,028	50,000	50,000
Number of crosswalks repainted/reapplied	25	25	25
Number of lineal feet of red curb repainted	70,000	70,000	70,000
Tons of asphalt applied annually by City forces	200	300	300
Tons of debris removed and diverted from the waterways	1,250	1,250	1,250

PUBLIC SERVICES DEPARTMENT (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 budget for the Public Services Department is \$26.0 million, an increase of \$4.2 million, or 20 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase is due to several factors. The increase is attributed to funding the defunded positions as noted in the vacancy attrition line item, incorporated in the Fiscal Year 2020-21 adopted budget, \$601,723 was reinstated. Additionally, there is an increase due to reinstating the reductions that were taken in the prior adopted Fiscal Year 2020-21 budget, which had COVID-19 considerations and reductions. In relation to the reductions, there was \$1.1 million reinstated, made possible through the American Rescue Plan assistance. Other increases are due to salary impacts due to reclassifications of personnel, for an increase of \$541,633 to the budget. In addition to General Fund reinstatements of funding, there was an increase to appropriations for equipment replacement of \$2.1 million in relation to vehicles and depreciation expense.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PUBLIC SERVICES DEPARTMENT BY FUNDING SOURCE				
General Fund - 101	\$ 18,561,083	\$ 17,667,001	\$ 17,801,071	\$ 19,960,600
Disaster Fund -150	-	569,534	-	-
Gas Tax Fund - 201	600,661	493,523	855,001	765,909
Air Quality Improvement Fund - 203	9,029	1,232	15,000	-
Traffic Impact Fees - 214	-	75,000	-	-
Golf Course Improvement Fund - 413	-	45,142	275,000	265,000
Measure "M2" Fund - 416	-	-	275,273	400,001
Equipment Replacement Fund - 601	3,109,888	3,196,452	2,604,000	4,680,281
Total Public Services Department	\$ 22,280,662	\$ 22,047,885	\$ 21,825,345	\$ 26,071,791

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PUBLIC SERVICES DEPARTMENT BY PROGRAM				
ADMINISTRATION - 19100				

Administration - 50001

Salaries and Benefits	\$ 862,642	\$ 551,510	\$ 777,893	\$ 906,803
Maintenance and Operations	1,153,166	832,480	1,007,363	1,007,363
Fixed Assets	-	-	-	-
Subtotal Administration	\$ 2,015,808	\$ 1,383,990	\$ 1,785,256	\$ 1,914,166

Recycling - 20230

Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	157,914	183,613	197,800	197,800
Fixed Assets	-	-	-	-
Subtotal Recycling	\$ 157,914	\$ 183,613	\$ 197,800	\$ 197,800

Emergency Services - 51040

Salaries & Benefits	\$ -	\$ 203,929	\$ -	\$ -
Maintenance & Operations	-	363,575	-	-
Fixed Assets	-	-	-	-
Subtotal Emergency Services	\$ -	\$ 567,504	\$ -	\$ -

Local Emergency Responses - 52100

Salaries & Benefits	\$ -	\$ 2,029	\$ -	\$ -
Maintenance & Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Local Emergency Responses	\$ 217	\$ 2,029	\$ -	\$ -

PUBLIC SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
ENGINEERING - 19200				
<u>Administration - 50001</u>				
Salaries and Benefits	\$ -	\$ -	\$ 298,643	\$ 182,706
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Administration	\$ -	\$ -	\$ 298,643	\$ 182,706
<u>Fairview Park - 20115</u>				
Salaries and Benefits	\$ 96,512	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Fairview Park	\$ 96,512	\$ -	\$ -	\$ -
<u>Water Quality - 20510</u>				
Salaries and Benefits	\$ 185,206	\$ 67,244	\$ 837	\$ 82,440
Maintenance and Operations	248,750	200,490	220,100	220,100
Fixed Assets	-	-	-	-
Subtotal Water Quality	\$ 433,956	\$ 267,734	\$ 220,937	\$ 302,540
<u>Street Improvements - 30112</u>				
Salaries and Benefits	\$ 597,352	\$ 562,120	\$ 452,027	\$ 592,138
Maintenance and Operations	74,590	33,164	40,100	40,100
Fixed Assets	-	-	900	900
Subtotal Street Improvements	\$ 671,941	\$ 595,285	\$ 493,027	\$ 633,138
<u>Storm Drain Improvements - 30122</u>				
Salaries and Benefits	\$ 240,530	\$ 160,774	\$ 108,735	\$ 131,361
Maintenance and Operations	2,954	1,969	3,200	3,200
Fixed Assets	9,887	-	1,000	1,000
Subtotal Storm Drain Improvements	\$ 253,371	\$ 162,743	\$ 112,935	\$ 135,561
<u>Public Services - Development - 30310</u>				
Salaries and Benefits	\$ 277,333	\$ 241,790	\$ 257,062	\$ 371,956
Maintenance and Operations	1,419	498	800	800
Fixed Assets	-	-	-	-
Subtotal Public Services - Development	\$ 278,752	\$ 242,288	\$ 257,862	\$ 372,756
<u>Public Services - Real Property - 30320</u>				
Salaries and Benefits	\$ 96,283	\$ 91,737	\$ 74,937	\$ 73,332
Maintenance and Operations	615	76	700	700
Fixed Assets	-	-	-	-
Subtotal Public Services - Real Property	\$ 96,898	\$ 91,813	\$ 75,637	\$ 74,032
<u>Park Development - 40112</u>				
Salaries and Benefits	\$ 138,350	\$ 132,986	\$ 123,120	\$ 118,667
Maintenance and Operations	1,880	38,759	276,700	266,700
Fixed Assets	-	7,595	-	-
Subtotal Park Development	\$ 140,230	\$ 179,340	\$ 399,820	\$ 385,367

PUBLIC SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
ENGINEERING - 19200 (continued)				
<u>Construction Management - 50002</u>				
Salaries and Benefits	\$ 1,089,920	\$ 1,409,053	\$ 1,687,074	\$ 1,859,502
Maintenance and Operations	64,161	12,694	69,000	69,000
Fixed Assets	-	748	1,000	1,000
Subtotal Construction Management	\$ 1,154,080	\$ 1,422,496	\$ 1,757,074	\$ 1,929,502
TRANSPORTATION SERVICES - 19300				
<u>Traffic Planning - 30210</u>				
Salaries and Benefits	\$ 378,244	\$ 394,425	\$ 418,625	\$ 468,300
Maintenance and Operations	72,867	35,941	60,850	45,850
Fixed Assets	-	-	-	-
Subtotal Traffic Planning	\$ 451,111	\$ 430,366	\$ 479,475	\$ 514,150
<u>Active Transportation Improvement - 30225</u>				
Salaries and Benefits	\$ 88,613	\$ 119,532	\$ 182,572	\$ 364,426
Maintenance and Operations	214,733	110,111	41,900	41,900
Fixed Assets	-	-	-	-
Subtotal Active Transportation Imp.	\$ 303,346	\$ 229,643	\$ 224,472	\$ 406,326
<u>Traffic Operations - 30241</u>				
Salaries and Benefits	\$ 224,982	\$ 246,430	\$ 333,645	\$ 341,235
Maintenance and Operations	1,776,420	1,754,238	1,713,500	1,820,500
Fixed Assets	-	278	-	-
Subtotal Traffic Operations	\$ 2,001,403	\$ 2,000,946	\$ 2,047,145	\$ 2,161,735
MAINTENANCE SERVICES - 19500				
<u>Administration - 50001</u>				
Salaries and Benefits	\$ 289,623	\$ 297,199	\$ 118,456	\$ 309,999
Maintenance and Operations	11,748	6,955	5,400	5,400
Fixed Assets	-	-	-	-
Subtotal Administration	\$ 301,371	\$ 304,155	\$ 123,856	\$ 315,399
<u>Fairview Park - 20115</u>				
Salaries and Benefits	\$ 148,158	\$ 15,268	\$ 16,745	\$ 17,477
Maintenance and Operations	43,920	36,322	38,000	38,000
Fixed Assets	-	-	-	-
Subtotal Fairview Park	\$ 192,078	\$ 51,589	\$ 54,745	\$ 55,477
<u>Street Cleaning - 20120</u>				
Salaries and Benefits	\$ 35,786	\$ 39,646	\$ 43,159	\$ 67,784
Maintenance and Operations	725,126	724,614	297,200	747,200
Fixed Assets	-	-	-	-
Subtotal Street Cleaning	\$ 760,912	\$ 764,260	\$ 340,359	\$ 814,984
<u>Graffiti Abatement - 20130</u>				
Salaries and Benefits	\$ 356,627	\$ 374,460	\$ 401,155	\$ 413,010
Maintenance and Operations	39,681	42,928	52,400	52,400
Fixed Assets	-	-	-	-
Subtotal Graffiti Abatement	\$ 396,308	\$ 417,388	\$ 453,555	\$ 465,410

PUBLIC SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
MAINTENANCE SERVICES - 19500 (continued)				
<u>Street Maintenance - 30111</u>				
Salaries and Benefits	\$ 461,020	\$ 391,365	\$ 470,783	\$ 482,548
Maintenance and Operations	301,990	328,909	339,600	339,600
Fixed Assets	6,362	-	-	-
Subtotal Street Maintenance	\$ 769,373	\$ 720,274	\$ 810,383	\$ 822,148
<u>Storm Drain Maintenance - 30121</u>				
Salaries and Benefits	\$ 155,407	\$ 256,372	\$ 272,937	\$ 287,856
Maintenance and Operations	19,997	3,923	1,600	1,600
Fixed Assets	-	-	-	-
Subtotal Storm Drain Maintenance	\$ 175,404	\$ 260,295	\$ 274,537	\$ 289,456
<u>Signs and Markings - 30243</u>				
Salaries and Benefits	\$ 493,933	\$ 490,354	\$ 595,235	\$ 622,958
Maintenance and Operations	213,207	144,843	151,056	201,056
Fixed Assets	-	-	-	-
Subtotal Signs and Markings	\$ 707,140	\$ 635,197	\$ 746,291	\$ 824,014
<u>Park Maintenance - 40111</u>				
Salaries and Benefits	\$ 899,363	\$ 890,032	\$ 957,382	\$ 935,912
Maintenance and Operations	4,209,614	4,285,024	4,127,500	4,589,100
Fixed Assets	-	-	-	-
Subtotal Park Maintenance	\$ 5,108,977	\$ 5,175,055	\$ 5,084,882	\$ 5,525,012
<u>Building Maintenance - 50910</u>				
Salaries and Benefits	\$ 1,298,604	\$ 1,198,980	\$ 1,327,111	\$ 1,389,288
Maintenance and Operations	1,398,804	1,386,152	1,466,450	1,491,450
Fixed Assets	6,481	3,017	5,000	5,000
Subtotal Building Maintenance	\$ 2,703,888	\$ 2,588,148	\$ 2,798,561	\$ 2,885,738
<u>Equipment Maintenance - 50920</u>				
Salaries and Benefits	\$ 652,727	\$ 786,788	\$ 976,776	\$ 958,117
Maintenance and Operations	2,355,086	2,356,786	1,232,664	2,532,664
Fixed Assets	102,075	49,871	394,560	1,189,500
Subtotal Equipment Maintenance	\$ 3,109,888	\$ 3,193,444	\$ 2,604,000	\$ 4,680,281
<u>Warehouse - 50925⁽¹⁾</u>				
Salaries and Benefits	\$ -	\$ 164,392	\$ 181,293	\$ 181,293
Maintenance and Operations	-	13,896	2,800	2,800
Fixed Assets	-	-	-	-
Subtotal Warehouse	\$ -	\$ 178,287	\$ 184,093	\$ 184,093
TOTAL PUBLIC SERVICES DEPARTMENT				
Salaries and Benefits	\$ 9,067,215	\$ 9,088,417	\$ 10,076,202	\$ 11,159,108
Maintenance and Operations	13,088,642	12,897,959	11,346,683	13,715,283
Fixed Assets	124,805	61,508	402,460	1,197,400
Total Public Services Department	\$ 22,280,662	\$ 22,047,885	\$ 21,825,345	\$ 26,071,791

⁽¹⁾ As of FY 2019-20, the Warehouse operations were transferred from the Finance Department to the Public Services Department.

PUBLIC SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19	FY 19-20	FY 20-21	FY 21-22
		Actuals	Actuals	Adopted Budget	Proposed Budget
PUBLIC SERVICES DEPARTMENT BY ACCOUNT					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 4,991,895	\$ 5,181,165	\$ 5,929,696	\$ 6,514,996
Regular Salaries - Part time	501300	384,676	522,004	470,979	386,635
Overtime	501400	108,248	98,844	62,400	72,400
Accrual Payoff - Excess Maximum	501500	4,347	4,359	3,200	3,200
Vacation/Comp. Time Cash Out	501600	45,177	49,405	40,700	40,700
Holiday Allowance	501700	17,141	21,316	18,300	18,300
Separation Pay-Off	501800	20,416	51,277	10,800	10,800
Other Compensation	501900	71,315	70,248	61,535	73,787
Vacancy Attrition	501000	-	-	(601,723)	-
Cafeteria Plan	505100	948,874	1,048,052	1,212,613	1,331,173
Medicare	505200	86,734	92,288	93,701	101,143
Retirement	505300	2,018,875	1,935,881	2,756,601	2,588,574
Executive Professional Development	505500	20,528	6,640	10,500	10,500
Auto Allowance	505600	6,919	6,938	6,900	6,900
Unemployment	505800	2,891	-	-	-
Workers' Compensation	505900	339,179	-	-	-
Subtotal Salaries & Benefits		\$ 9,067,215	\$ 9,088,417	\$ 10,076,202	\$ 11,159,108
Maintenance and Operations					
Stationery and Office	510100	\$ 16,935	\$ 11,904	\$ 7,700	\$ 7,700
Multi-Media, Promotions and Subs	510200	4,204	7,427	6,200	6,200
Small Tools and Equipment	510300	44,921	27,382	36,100	36,100
Uniform & Clothing	510400	18,078	14,160	16,800	16,800
Safety and Health	510500	3,159	1,655	3,300	3,300
Maintenance & Construction	510600	700,791	492,634	840,900	830,900
Agriculture	510700	92,011	71,170	97,000	97,000
Fuel	510800	570,741	529,632	501,400	501,400
Electricity - Buildings & Fac.	515100	461,975	476,060	484,250	484,250
Electricity - Power	515200	221,491	210,738	255,200	255,200
Electricity - Street Lights	515300	976,105	1,066,403	1,000,000	1,000,000
Gas	515400	32,848	39,452	25,000	25,000
Water - Domestic	515500	52,344	64,017	57,000	57,000
Water - Parks and Parkways	515600	617,773	773,895	785,000	859,100
Waste Disposal	515700	120,348	146,239	158,800	158,800
Janitorial and Housekeeping	515800	217,962	223,084	223,400	223,400
Postage	520100	3,214	-	-	-
Legal Advertising/Filing Fees	520200	194,029	190,332	204,100	189,100
Telephone/Radio/Communications	520400	61,795	68,754	62,500	62,500

PUBLIC SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PUBLIC SERVICES DEPARTMENT BY ACCOUNT					
Maintenance and Operations (continued)					
Meetings & Conferences	520500	4,946	2,717	400	400
Dues and Memberships	520700	-	2,601	-	4,880
Professional Development	520900	-	8,240	18,350	13,470
Buildings and Structures	525100	250,482	187,471	266,000	266,000
Landscaping and Sprinklers	525200	2,975,591	3,150,341	2,842,500	3,230,000
Automotive Equipment	525400	256,685	210,650	250,000	250,000
Office Equipment	525700	3,083	1,919	1,900	1,900
Other Equipment	525800	784,447	766,322	727,000	859,000
Streets, Alleys and Sidewalks	525900	973,954	974,745	507,200	1,007,200
Employment	530100	39,101	19,688	-	-
Consulting	530200	636,941	259,591	443,700	443,700
Engineering and Architectural	530400	63,627	34,767	76,564	76,564
External Rent	535400	9,636	3,082	14,900	14,900
Grants, Loans and Subsidies	535500	-	75,000	-	-
Depreciation	535600	1,052,361	1,245,813	-	1,300,000
Central Services	535800	12,939	4,487	4,564	4,564
Internal Rent - Postage	535900	-	1,911	3,432	3,432
Internal Rent - Maintenance	536100	336,049	59,500	59,500	59,500
Internal Rent - Repl.Cost	536200	127,063	194,900	269,856	269,856
Internal Rent - IT Replacement	536300	27,826	-	-	-
Internal Rent - Fuel	536400	-	90,538	86,700	86,700
Internal Rent - General Liability	536500	-	522,200	699,861	699,861
Internal Rent - Workers' Comp	536600	-	220,200	222,848	222,848
Internal Rent - Unemployment	536700	-	9,356	9,658	9,658
General Liability	540100	1,049,779	-	-	-
Taxes & Assessments	540700	73,331	73,409	76,800	76,800
Other Costs	540900	76	-	300	300
Emergency Protective Measure	580200	-	363,575	-	-
Subtotal Maintenance & Operations		\$13,088,642	\$12,897,959	\$11,346,683	\$13,715,283
Fixed Assets					
Automotive Equipment	590500	\$ 30,806	\$ 1,510	\$ 394,560	\$ 1,189,500
Other Equipment	590800	24,175	26,093	7,900	7,900
Loss on Disposal of Assets	599100	69,825	33,905	-	-
Subtotal Fixed Assets		\$ 124,805	\$ 61,508	\$ 402,460	\$ 1,197,400
Total Public Services Department		\$22,280,662	\$22,047,885	\$21,825,345	\$26,071,791

PUBLIC SERVICES DEPARTMENT (CONTINUED)

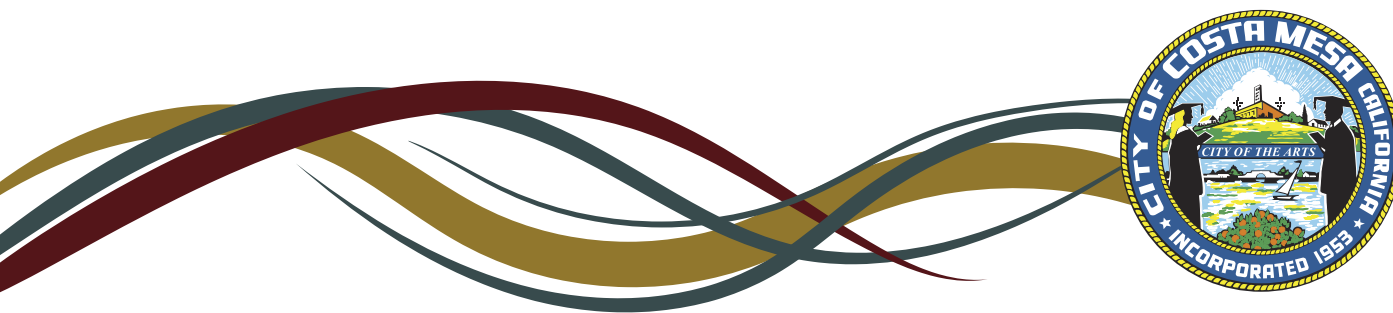
From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PUBLIC SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Salaries and Benefits					
Regular Salaries - Non Sworn	501200	\$ 4,252,267	\$ 4,333,433	\$ 4,757,381	\$ 5,303,683
Regular Salaries - Part time	501300	312,454	384,194	426,825	342,481
Overtime	501400	100,740	88,238	42,400	52,400
Accrual Payoff - Excess Maximum	501500	4,347	4,359	3,200	3,200
Vacation/Comp. Time Cash Out	501600	42,497	48,318	39,700	39,700
Holiday Allowance	501700	15,061	18,966	15,700	15,700
Separation Pay-Off	501800	1,622	51,221	10,400	10,400
Other Compensation	501900	71,315	70,248	57,942	68,187
Vacancy Attrition	501000	-	-	(601,723)	-
Cafeteria Plan	505100	822,287	870,408	968,017	1,082,517
Medicare	505200	75,286	77,208	76,010	82,857
Retirement	505300	1,747,133	1,641,977	2,225,900	2,086,556
Executive Professional Development	505500	19,831	6,640	10,500	10,500
Auto Allowance	505600	6,919	6,938	6,900	6,900
Unemployment	505800	2,891	-	-	-
Workers' Compensation	505900	339,179	-	-	-
Subtotal Salaries & Benefits		\$ 7,813,827	\$ 7,602,148	\$ 8,039,152	\$ 9,105,081
Maintenance and Operations					
Stationery and Office	510100	\$ 16,219	\$ 11,187	\$ 7,200	\$ 7,200
Multi-Media, Promotions and Subs	510200	2,704	5,397	4,400	4,400
Small Tools and Equipment	510300	34,396	23,101	24,100	24,100
Uniform & Clothing	510400	16,903	10,755	12,800	12,800
Safety and Health	510500	2,591	1,655	2,800	2,800
Maintenance & Construction	510600	398,106	211,646	265,900	265,900
Agriculture	510700	92,011	71,170	97,000	97,000
Electricity - Buildings & Fac.	515100	461,975	476,060	484,250	484,250
Electricity - Power	515200	221,491	210,738	255,200	255,200
Electricity - Street Lights	515300	976,105	1,066,403	1,000,000	1,000,000
Gas	515400	32,848	39,452	25,000	25,000
Water - Domestic	515500	52,344	64,017	57,000	57,000
Water - Parks and Parkways	515600	617,773	773,895	785,000	859,100
Waste Disposal	515700	119,480	145,488	157,800	157,800
Janitorial and Housekeeping	515800	217,962	218,928	221,500	221,500
Postage	520100	3,195	-	-	-
Legal Advertising/Filing Fees	520200	185,000	189,100	189,100	189,100
Telephone/Radio/Communications	520400	61,795	68,754	62,500	62,500
Meetings & Conferences	520500	4,946	2,717	400	400
Dues and Memberships	520700	-	2,601	-	4,880

PUBLIC SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
PUBLIC SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
Maintenance and Operations (Continued)					
Professional Development	520900	-	6,240	17,250	12,370
Buildings and Structures	525100	181,426	128,824	200,000	200,000
Landscaping and Sprinklers	525200	2,975,591	3,150,341	2,842,500	3,230,000
Office Equipment	525700	3,070	1,815	1,800	1,800
Other Equipment	525800	774,556	759,299	718,000	850,000
Streets, Alleys and Sidewalks	525900	973,954	974,745	507,200	1,007,200
Employment	530100	39,101	19,688	-	-
Consulting	530200	636,941	259,591	373,700	373,700
Engineering and Architectural	530400	9,807	750	8,500	8,500
External Rent	535400	9,636	3,082	14,900	14,900
Central Services	535800	12,939	4,487	4,564	4,564
Internal Rent - Postage	535900	-	1,911	3,432	3,432
Internal Rent - Maintenance	536100	330,139	59,500	59,500	59,500
Internal Rent - Repl.Cost	536200	121,182	194,900	269,856	269,856
Internal Rent - IT Replacement	536300	27,826	-	-	-
Internal Rent - Fuel	536400	-	90,538	86,700	86,700
Internal Rent - General Liability	536500	-	522,200	699,861	699,861
Internal Rent - Workers' Comp	536600	-	220,200	222,848	222,848
Internal Rent - Unemployment	536700	-	9,356	9,658	9,658
General Liability	540100	1,049,779	-	-	-
Taxes & Assessments	540700	60,661	60,281	61,800	61,800
Other Costs	540900	76	-	-	-
Subtotal Maintenance & Operations		\$10,724,526	\$10,060,811	\$ 9,754,019	\$10,847,619
Fixed Assets					
Other Equipment	590800	\$ 22,730	4,043	\$ 7,900	\$ 7,900
Subtotal Fixed Assets		\$ 22,730	\$ 4,043	\$ 7,900	\$ 7,900
Total Public Services Department		\$18,561,083	\$17,667,001	\$17,801,071	\$19,960,600



For accounting and budgeting purposes only, Non-Departmental serves as a cost center that budgets charges and appropriations that are not assigned or chargeable to a specific department or function. It is categorized as a General Government Support function.

NON-DEPARTMENTAL - 90000*NON-DEPARTMENTAL – 50240*

This cost center accounts for debt service requirements related to the City's outstanding bonds. The City has only two bonds: 2006 Revenue Refunding Bonds and the 2017 Lease Revenue Bonds. The 2006 Revenue Refunding Bond is anticipated to be completely paid off in FY 2021/22. The 2017 Lease Revenue Bonds, with an annual payment of \$2.8 million is included in Non-Departmental principal and interest payment object codes. Also included are interfund transfers planned for the fiscal year, including the transfer to the Capital Improvement Fund and the Information Technology Replacement Fund in accordance with the Capital Asset Needs Ordinance. As per the CAN, 5% of General Fund revenues are transferred to Fund 401 Capital, and 1.5% is transferred to the Information Technology Replacement Fund 603.

A contingency of \$500,000 is included in the annual operating budget; which is a reduction of the normal allocation of \$1.0 million. These amounts allows the City Manager to retain budget flexibility for operations during the fiscal year and will be used in accordance with the City's financial policies. Legal costs to defend the City in litigation matters that are not assigned or associated with a specific department are included here.

Late in FY 2019-20, City management entered into labor negotiations, and adopted with a five percent furlough across all bargaining groups, due to the estimated revenue loss projected for Fiscal Year 2020-21 as a result of the worldwide pandemic in March 2020. The five percent furlough was included in the Fiscal Year 2020-21 Non-Departmental Budget for the Miscellaneous full time employees only. The Safety employees' five percent furloughs were included in the respective department's budget; either Fire and Rescue or the Police Department. The five percent furloughs were refunded in Fiscal Year 2020-21 as a result of the passage of Federal legislation, American Rescue Plan (ARP), signed into law by President Biden in March 2021. The ARP is the first piece of legislation allowing for local and state governments to receive fiscal relief from the economic impacts of COVID-19. As per the side letters agreed upon by the bargaining groups, the five percent furloughs were reinstated and are therefore not included in the Fiscal Year 2021-22 proposed budget.

Further, the Retiree Medical Plan defined benefit plan, which provides medical insurance benefits to employees hired before January 1, 2004 was transferred from the City Manager's Department to Non-Departmental in FY 2020/21. This is a closed employment benefits plan.

In addition, this cost center accounts for the operating subsidy to the Housing Authority for the Bridge Shelter program and Network for Homeless Solutions program. The Homeless Shelter and Program budget is included in the Housing Authority Fund.



NON-DEPARTMENTAL (CONTINUED)

BUDGET NARRATIVE

The Fiscal Year 2021-22 Non-Departmental budget totals \$19.8 million, an increase of \$8.2 million, or 71 percent, compared to the adopted budget for Fiscal Year 2020-21. The increase is primarily attributed to an increase to Transfers Out of \$5.7 million to primarily fund approved capital projects. In addition, the budget has increased due to the removal of furloughs in across all non-safety departments that were booked in non-departmental, the effect of which is \$1.4 million.

Expense by Fund	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
NON-DEPARTMENTAL BY FUNDING SOURCE				
General Fund - 101	\$ 23,086,453	12,709,701	\$ 10,464,781	\$ 18,988,668
Disaster Fund - 150	-	236,504	-	-
Air Quality Management Fund - 203	-	122,540	-	-
American Rescue Plan Fund - 204	-	-	-	860,649
Park Development Fees Fund - 208	13,577	-	-	-
Capital Improvement Fund - 401	40,000	1,150,000	1,150,000	-
Vehicle Parking District #1 Fund - 409	436	-	-	-
Vehicle Parking District #2 Fund - 410	605	-	-	-
Total Non-Departmental	\$ 23,141,071	\$ 14,218,746	\$ 11,614,781	\$ 19,849,317

Expense Category by Program	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Adopted Budget
NON-DEPARTMENTAL BY PROGRAM				
NON-DEPARTMENTAL - 90000				
Non-Departmental - 50240				
Salaries and Benefits	\$ -	\$ -	\$ (1,292,008)	\$ 2,611,000
Maintenance and Operations	3,026,826	7,541,065	8,806,865	7,396,732
Fixed Assets	20,000	-	-	-
Transfers Out	20,094,245	6,677,681	4,099,924	9,841,585
Subtotal Non-Departmental	\$ 23,141,071	\$ 14,218,746	\$ 11,614,781	\$ 19,849,317

Post Employment Benefits - 50650

Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
Subtotal Post Employment Benefits	\$ -	\$ -	\$ -	\$ -

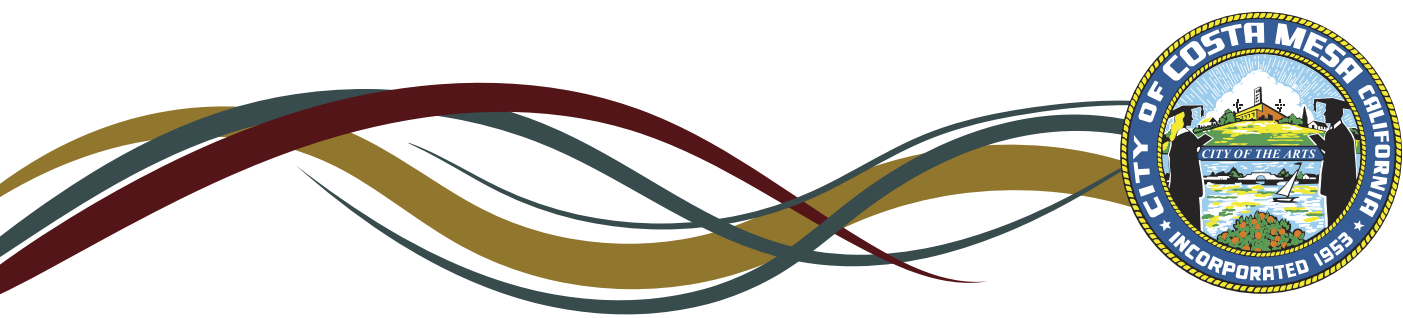
TOTAL NON-DEPARTMENTAL

Salaries and Benefits	\$ -	\$ -	\$ (1,292,008)	\$ 2,611,000
Maintenance and Operations	3,026,826	7,541,065	8,806,865	7,396,732
Fixed Assets	20,000	-	-	-
Transfers Out	20,094,245	6,677,681	4,099,924	9,841,585
Total Non-Departmental	\$ 23,141,071	\$ 14,218,746	\$ 11,614,781	\$ 19,849,317

NON-DEPARTMENTAL (CONTINUED)

From Fiscal Year 2018-2019 Through Fiscal Year 2021-2022

Expense by Account		FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget
NON-DEPARTMENTAL BY ACCOUNT					
Salaries and Benefits					
Furloughs	502200	\$ -	\$ -	\$ (1,443,008)	\$ -
Retirement	505300	-	-	151,000	151,000
Employer Contr.Retirees' Med.	506100	-	-	2,460,000	2,460,000
Subtotal Salaries & Benefits		\$ -	\$ -	\$ 1,167,992	\$ 2,611,000
Maintenance and Operations					
Multi-Media, Promotions and Subs	510200	\$ 151,230	\$ 93,807	\$ -	164,000
Consulting	530200	-	-	1,000	1,000
Legal	530300	-	1,958,921	1,500,000	1,500,000
Principal Payments	535100	1,610,261	1,610,000	2,375,000	2,450,000
Interest Payments	535200	1,263,185	1,203,487	1,155,360	1,067,905
External Rent	535400	2,150	-	-	-
Contingency	540800	-	-	138,302	500,000
Other Costs	540900	-	-	1,177,203	1,713,827
Emergency Protective Measure	580200	-	236,504	-	-
Subtotal Maintenance & Operations		\$ 3,026,826	\$ 7,541,065	\$ 6,346,865	\$ 7,396,732
Fixed Assets					
Buildings and Structures	590400	\$ 20,000	\$ -	\$ -	\$ -
Subtotal Fixed Assets		\$ 20,000	\$ -	\$ -	\$ -
Transfers Out					
Transfers Out	595100	\$20,094,245	\$ 6,677,681	\$ 4,099,924	\$ 9,841,585
Subtotal Transfers Out		\$20,094,245	\$ 6,677,681	\$ 4,099,924	\$ 9,841,585
Total Non-Departmental's Office		\$23,141,071	\$14,218,746	\$11,614,781	\$ 19,849,317



CAPITAL IMPROVEMENT PROGRAM

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a summary of the major capital and public improvements to the City's infrastructure. A capital or public improvement project is defined as expenditures on capital assets with a value greater than \$30,000 that are stationary in nature, including but not limited to, publicly owned or operated streets, highways, bridges, sidewalks, curbs, gutters, alleys, storm drains, trees and landscaping, medians, parks, playgrounds, traffic signals, streetlights, fences, walls, or other infrastructure. The CIP also includes other types of capital improvements including those specific to capital facilities, which are defined as city owned or operated buildings including, but not limited to, City Hall, Civic Center, Police Department, Old Corp Yard, fire stations, libraries, and community centers. Also included within the CIP are consolidated building modification projects. Capital projects differentiate themselves from building modification projects in the dollar amount of the project. Individual building modification projects are minor maintenance improvements capped at \$30,000, each respectively. In addition, capital projects have a wider scope of work and can span over multiple fiscal years. In such cases, continuing appropriations are a part of the annual budget to transparently track these multi-year capital projects. Other routine capital purchases, such as the purchase of new vehicles, computer hardware, and other equipment, are accounted for in other special funds, such as the Equipment Replacement Fund and IT Replacement Fund. These are not reflected in the CIP.

The CIP is important for planning and managing the City's growth and development as well as maintaining existing infrastructure. The CIP is a living document that continues to evolve each fiscal year through the budgeting process to reflect City Council and community goals, needs, and desires. Planning for capital improvements is an ongoing process. As the City's infrastructure condition(s) and needs change, capital programs and priorities are adjusted. New construction may be required to accommodate an increased demand or replace aging facilities, while existing infrastructure requires periodic rehabilitation, replacement, or other improvements to protect the City's investments.

The Fiscal Year 2021-22 budget for the CIP is approximately \$24.6 million across all funding sources, which is an increase of 10.7 million or a 77% percent increase compared to the adopted budget for Fiscal Year 2020-21.

The Fiscal Year 2021-22 CIP includes the installation of additional vehicle charging stations, reconstruction of the existing Police Department Firing Range, pavement reconstruction for Adams Avenue which is to be funded with Road Maintenance and Rehabilitation Account (RMRA) funds, Westside Park Development, and the design for the reconstruction of Fire Station No. 2, which all represent large financial commitments.

The table below reflects the adopted project expenditures for the CIP as well as the \$34.9 million in re-budgeted funds estimated to carry forward from the prior fiscal year for ongoing capital projects:

TOTAL CAPITAL IMPROVEMENT PROGRAM	
1-Year CIP	\$24,566,362
Ongoing CIP (continuing appropriation)	\$34,929,516
Total Capital Improvement Program	\$59,495,878

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

The CIP is organized and summarized by the following sections:

BUDGET GUIDE

The CIP Budget Guide provides a narrative overview of the CIP, including how the program is developed. The guide identifies funding sources and categories of projects. It also reflects various summaries of projects by category, district, and funding source.

CIP ACCOMPLISHMENTS

Included in this CIP section are major project-specific accomplishments from the prior fiscal year.

ONGOING CAPITAL IMPROVEMENT PROJECTS

The CIP section includes a list of ongoing capital projects that the City Council has authorized to re-budget and carry forward from the prior fiscal year. As the implementation of some capital projects straddle fiscal years, due to complexities of project or other issues, this list is a transparent way to reflect all open projects with their corresponding remaining balance. Adoption of the CIP also provides explicit City Council approval to reappropriate these remaining project balances.

PROPOSED CAPITAL IMPROVEMENT PROJECTS BY CATEGORY AND CITY COUNCIL GOALS

Best practices recommend that state and local governments establish an objective process for categorizing and prioritizing capital improvement projects. The proposed capital projects by category provides a high-level summary of the projects by voting district. The voting district reflects the actual project location; however, some projects may provide a communitywide benefit. The capital projects are also classified using the following categories (which are further defined under the *Prioritization and Categorization* section):

- 1 – Risk to Health, Safety or Environment
- 2 – Regulatory or Mandated Requirement
- 3 – Grant Funding
- 4 – Master Plan, General Plan
- 5 – Asset Condition, Annual Recurring Costs

In addition, this summary includes a corresponding project status, defined below:

- **New project** – projects with this status are not previously budgeted projects and represent new financial commitments to fund the projects as well as ongoing operation, maintenance, and rehabilitation costs.
- **Existing project** – projects with this status are previously budgeted projects that are not completed or span multiple fiscal years and are generally phased.
- **Ongoing project** – projects with this status are ongoing citywide projects that are budgeted every fiscal year in the CIP and relate to annual citywide improvements or maintenance. Examples of projects with this status include Citywide Street Improvements, Citywide Storm Drain Improvements, or Parkway Improvement Program. The project detail forms for these projects will not reflect prior budgets or expenditures as the remaining balances for these projects are reflected on the *Ongoing Capital Improvement Projects* summary.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

This section also reflects how all capital projects tie back to the City Council's established goals. Each project will meet one or more of the below priorities:

- **Goal #1:** Recruit and Retain High Quality Staff
- **Goal #2:** Achieve Long-term Fiscally Sustainability
- **Goal #3:** Strengthen Public Safety and Keep Community Safe
- **Goal #4:** Maintain and Enhance City's Infrastructure, Facilities, Equipment and Technology
- **Goal #5:** Diversify, Stabilize and Increase Housing to Reflect Community Needs

PROPOSED CAPITAL IMPROVEMENT PROJECTS MAP – BY VOTING DISTRICT

Fiscal Year 2021-22 marks the transition of the CIP to reflect voting districts. A map depicting the geographical location of the capital projects with an overlay reflecting the voting districts is included in this section. The voting district reflects the actual project location; however, some projects may provide a communitywide benefit. Citywide or “ongoing” projects are not included on this map they are not specific to any one location or voting district.

PROPOSED CAPITAL IMPROVEMENT PROJECTS BY FUNDING SOURCE

The summary of proposed capital projects by funding source provides a detailed list of each project and corresponding funding sources for Fiscal Year 2021-22. This summary is organized by the following project types:

- **Energy and Sustainability** – projects in this category include any sustainability related initiatives, including planning and implementation of energy efficiency measures at City owned facilities, expanding renewables (i.e. Solar PV) and electrifying transportation by expanding the electric vehicle (EV) charging infrastructure and Zero Emission Vehicles (ZEVs) citywide.
- **Facilities** – projects in this category include any facility maintenance, improvements or reconstruction.
- **Parks** – projects in this category include any maintenance, improvements, or development at park facilities.
- **Parkway and Medians** – projects in this category include any parkway and median landscape maintenance or curb/median construction.
- **Streets** – projects in this category include any street maintenance (i.e. slurry seal, rehabilitation, etc.) or repairs and storm drain or water quality related improvements.
- **Transportation** – projects in this category include any transportation related improvements or maintenance, including active transportation projects, traffic signal maintenance and improvements, and general neighborhood traffic improvements.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

CAPITAL IMPROVEMENT PROJECT DETAILS

This section provides detailed information about all projects, funding levels, and funding sources. These forms are project-specific and reflect all prior, current, and future project expenditures by phase to provide a total project cost for the City Council and community.

Each project-specific form also includes an estimated financial operating impact for consideration in the budget adoption process that outlines ongoing operation, maintenance, and rehabilitation costs. These estimates are prepared per project and are subject to change based on final project design and/or construction. Certain ongoing citywide projects do not include maps or images as the maintenance districts are not specific to any one location or voting district. Additionally, these projects do not reflect prior budgets or expenditures as they are classified as “ongoing” projects. As such, the remaining balances for these projects are reflected on the *Ongoing Capital Improvement Projects* summary.

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

The Five-Year CIP also includes a “future” column for projects that are not developed at this time or may be implemented after Fiscal Year 2026-2027. Each fiscal year of the Five-Year CIP includes a realistic cost estimate that is within range of prior year CIP total costs. However, the cost estimates for each project are presented at current value/current dollars and are not escalated for inflation. As a result, the estimates are subject to change. Additionally, although the schedule spans five years and future, funds for only the first year are appropriated within the Fiscal Year 2021-22 Budget. The schedule provides a view of upcoming fiscal year capital projects that could be adjusted based on changing City Council and community priorities or financial capabilities. The revised 5-year CIP represents an overall well-balanced, long-term plan reflecting current City Council’s strategic goals and priorities. All projects including those in “future” years remain eligible for any grant funding, should opportunities arise.

PERCENTAGE OF GENERAL FUND BUDGET FOR CAPITAL EXPENDITURES

On September 15, 2015, the City Council adopted the Capital Asset Needs (CAN) Ordinance as a result of a new policy being adopted during the preparation of the Fiscal Year 2015-16 budget. The ordinance added Article 8 to Chapter V of Title 2 of the Costa Mesa Municipal Code to establish the requirement for the City to annually allocate a minimum of five percent (5%) of the General Fund revenue to a capital expenditures account and one and one-half percent (1.5%) of General Fund revenue to a capital facilities account. These funds are to be used for the construction, design, engineering, project management, inspection, contract administration and property acquisition of city owned or operated facilities.

In addition, the Capital Facilities account may also be used toward debt obligations created to fund Capital Facilities where the indebtedness after the effective date of the ordinance.

In the event of an economic downturn, natural disaster, emergency or other unforeseen circumstance, or if the General Fund Operating Reserve falls below the level established by resolution of the City Council pursuant to Section 2-205 of the Costa Mesa Municipal Code, the City is not required to comply with the requirements set forth above. Use of such exceptions requires approval by a supermajority of the City Council.

CIP GOALS

The CIP is developed based on the City Council and community’s overarching goals. This is specifically reflected in the Adopted Capital Improvement Projects by Category and City Council Goals section. Additionally, the program is developed in accordance with elements in the City’s General Plan as well as City Council adopted planning documents and master plans.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

CIP BUDGET DEVELOPMENT PROCESS

As part of the annual budget process, the Finance Department and Public Services Department partner to propose a balanced list of projects that consider the complex workloads associated with each project as well as funding sources and available resources. In collaboration with the City Manager's Office, capital projects are recommended by departments and reviewed and evaluated by both the Finance Department and Public Services Department to ensure that the City's priorities, infrastructure needs, financial capacity, and impact the projects have on the City's operating budget are addressed.

Typically, a number of projects are identified and requested each year; however, not all of the projects can be funded. An evaluation process is conducted in collaboration with each department to discuss priorities and needs. A list of recommended projects is presented to the City Manager for consideration and all projects considered, but not recommended, are deferred and included in the Five-Year CIP for future consideration.

Additionally, there is a number of capital projects that may be requested and are pending other funding sources, including competitive grants. Projects that may be expecting such competitive grant funding, or funded with other similar outside resources, are not budgeted in the current fiscal year until the funding is awarded, but they are referenced in the Five-Year CIP. As a result, throughout the fiscal year, the City Council will receive recommendations to authorize new capital projects and approve budget adjustments to recognize and appropriate the competitively sourced funding.

Once the proposed list is prepared, staff presents the proposed projects at the City Council Study Session, Finance and Pension Advisory Committee, Parks, Arts and Community Services Commission, and the Planning Commission for consideration based on their respective purviews. Following their respective reviews and approval, the CIP budget is presented to City Council for consideration and adoption.

PRIORITIZATION & CATEGORIZATION

The CIP is updated annually allowing the City to re-evaluate its priorities and needs in each subsequent year based upon the most current revenue projections and project priorities. Capital projects affecting public health and safety, and/or legal mandates receive the highest priority. The remaining projects are prioritized for final City Council consideration and adoption by City Council goals, conformance to the City's General Plan and corresponding planning documents and approved master plans, asset conditions, and available grant funding.

The categories aiding in prioritization of these projects are outlined and defined below:

- **1 – Risk to Health, Safety or Environment** – projects in this category provide an immediate health or safety concern. These are high priority projects.
- **2 – Regulatory or Mandated Requirement** – projects in this category are mandated or in accordance with government regulations. Projects in this category are required and may not be defunded or deferred.
- **3 – Grant Funding** – projects in this category generally have competitively sourced funding and are subject to a timeframe outlined in the grant documents. Consequently, deferring these projects may result in forfeiture of grant funding.
- **4 – Master Plan, General Plan** – projects in this category are in conformance with the City's General Plan and related planning documents. They are also projects specifically identified in other approved master plans, such as park-specific master plans, Active Transportation Plan or Parks, Open Space, & Recreation Master Plan.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

- **5 – Asset Condition, Annual Recurring Costs** – projects in this category may either be annual recurring extraordinary maintenance costs or one-time/infrequent projects that improve the condition of the City's assets. Some projects in this category include playground resurfacing and equipment replacement, street rehabilitation or sidewalk and parkway repairs. Some projects in this category may also be categorized as 1 – Risk to Health, Safety or Environment after previously being deferred.

PROJECT ESTIMATES & FUNDING SOURCES

The Public Services Department develops project cost estimates based on prior experience with similar projects or preliminary designs already completed. The cost estimates for each project are presented at current value/current dollars and are not escalated for inflation. As a result, the estimates are subject to change or escalation, particularly in the outer years of the Five-Year CIP. Occasionally the scope of the project may change resulting in higher costs than the original estimate. This also includes projected operating costs or impacts of the capital projects which are estimated per project and subject to change based on final project design and/or construction.

If project costs at the time of bid award are more than budgeted amounts, five options are considered:

- Eliminate the project; or
- Defer the project for consideration during future budget processes; or
- Re-scope or change the phasing of the project to meet the existing approved budget; or
- Request City Council to transfer funding from another specified project that has savings and/or is a lower priority; or
- Request City Council appropriate additional resources, as necessary, from the respective fund balances.

At project completion, any unused funds are returned to the unassigned fund balance for the respective funds.

The City employs a combination of approaches to fund its capital projects. The Finance Department and Public Services Department funding recommendations are based upon the most current revenue projections. For many smaller improvement projects, funds are appropriated from available cash on hand. Large-scale capital projects are funded through a variety of methods including long-term financing, user fees, proceeds from bond issues, grants, assessments, impact fees, and reserve balances. A list and description of capital project funding sources is provided in the *Description of Funds*.

CONTINGENCIES & CHANGE ORDERS

A contingency is included within applicable projects as specified on the project detail forms' cost breakdown. These amounts allow for budget flexibility for unanticipated concerns or cost escalations during the project, including potential change orders.

Change orders for projects are processed in accordance with the adopted City Council Policy 700-1, *Change Orders on Capital Improvements*. This Policy provides flexibility for unforeseen circumstances on Capital Improvement Projects when change orders are required. These change orders are generally the result of additions or deletions to the project, revisions to the project, and omissions or errors in the original project plans and/or specifications. The policy does not provide budget authority for change orders as City Council would first need to approve a budget adjustment appropriating or transferring the necessary funding.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

The policy provides staff with the following latitude while also maintaining accountability for expenditures:

CITY COUNCIL POLICY 700-1		
CHANGE ORDER AMOUNT/PERCENT	MAXIMUM COLLECTIVE SUM	APPROVAL LEVEL
\$5,000 or 1% of original contract (whichever is greater)	Sum of all change orders can't exceed 5% of original contract or \$5,000	Department Head
Up to \$50,000 or 5% of original contract (whichever is greater)	Sum of all change orders can't exceed 10% of original contract or \$50,000	City Manager
Over \$50,000 or 5% of original contract (whichever is greater)	Sum of all change orders that exceed 10% of original contract or \$50,000	City Council (requires new business item on Agenda)
Scope of work changes (when project is materially changed)	All material changes to the scope regardless of the amount or collective sum	City Council (requires new business item on Agenda)

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

WHAT DID WE DO IN FISCAL YEAR 2020-21?

CITYWIDE STREET IMPROVEMENTS

The City's annual street maintenance and improvement project resulted in a Pavement Condition Index (PCI) of 86.3, which places Costa Mesa in the top echelon of cities in Orange County that maintains streets at such a high level.

In fiscal year 2020-21, the Public Services Department accomplished a robust program of parkway and street pavement reconstruction and rehabilitation. Over one million square miles of pavement were rehabilitated that ranged from full pavement reconstruction to slurry seal, in addition to the reconstruction of concrete curbs & gutters, sidewalks, and driveways. Some of these streets that have been recently reconstructed and rehabilitated include Hamilton Street, Santa Ana Avenue, and Bear Street, along with residential streets. In addition to these infrastructure improvements, Active Transportation elements were also incorporated, such as expanded bike lanes, conflict zone striping, and bike boxes. Traffic striping and markings have been updated to current standards that enhance safety and clarity to the motoring public and to pedestrians.



CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

PERMANENT BRIDGE SHELTER FACILITY

The Permanent Bridge Shelter was formally dedicated by the City Council on March 23rd, 2021. An industrial /warehouse building was transformed to a facility that will accommodate 72 guests. This facility provides separate sleeping quarters for men and women, restroom and shower facilities, outdoor space, a full service kitchen, dining room, education rooms, medical office, facilities for operating staff, onsite parking, new heating, ventilation, and air conditioning system (HVAC), upgraded fire sprinkler system, Americans with Disabilities Act (ADA) improvements, as well as security enhancements. Other improvements included gas, water, sewer, electrical, and communications utility infrastructure. The project was completed primarily using County of Orange Grant funds and Community Development Block Grant Funds.



NORMA HERTZOG COMMUNITY CENTER

The Lions Park Projects included the renovation of the old library to become the new Norma Hertzog Community Center. The facility improvements included new assembly and community rooms; heating, ventilation and air conditioning (HVAC) ducting system; plumbing; and electrical upgrades. The community center received new exterior glazing, advanced audio visual equipment, upgraded restrooms, offices, a catering kitchen, stage, fire sprinkler system, and landscaping. The new community center accommodates up to 330 persons in the main assembly room and 100 persons in the adjacent conference room.



LIONS PARK PLAYGROUND IMPROVEMENTS

Lions Park Playground underwent a complete reconstruction. The renovated playground includes a new restroom facility, open green space areas, new playground equipment, new rubberized surfacing, sand play area, and the complete rehabilitation of the 1950s Grumman F9F-2 Panther Jet flown by the U.S. Navy. Improvements also include storm drain and irrigation infrastructure, new benches, landscaping, and concrete pathways.



MERRIMAC WAY IMPROVEMENTS



The Merrimac Way Improvements between Fairview Road and Harbor Boulevard have been constructed to improve bicycle and pedestrian mobility and safety. This project implements the first Class IV bicycle facility (separated cycle tracks) in the City.

The project includes the following features:

- Reduction of travel lanes to create buffered space for separated cycle tracks
- Class IV cycle tracks
- Class I multi-purpose trail for pedestrians and bicyclists
- New midblock pedestrian crossing and pedestrian HAWK signal
- High visibility continental and ladder style crosswalks
- Green bicycle conflict zone striping and a bicycle box at the intersection of Fairview Road
- Americans with Disabilities Act Improvements
- Reconstructed medians with drought tolerant landscaping
- Reconstructed pavement
- Traffic signal modifications at Harbor Boulevard and Fairview Road



CITY HALL ELECTRIC VEHICLE CHARGING STATIONS AND ZERO EMISSION CITY FLEET

The City Hall Electric Vehicle (EV) charging stations project included the installation of five (5) EV charging stations at City Hall that provides a total of nine (9) EV charging ports. The design includes two (2) dual port Level II charging stations at the back of City Hall to serve four (4) EV Parking Spaces; and two (2) dual port Level II charging stations plus one (1) DC fast Level III charging station to serve a total of five (5) EV Parking Stalls in front of City Hall.

The City successfully secured \$148,210 in grant funding from the Mobile Source Air Pollution Reduction Committee (MSRC) Local Government Partnership Program MSRC, of which \$122,540 was allocated for the construction of electric vehicle chargers at City Hall and the remaining \$25,670 was allocated towards the purchase of three (3) Electric Vehicles. An additional \$70,000 rebate was secured for the project through the Southern California Incentive Project (SCIP).

The City increased its Zero Emission Vehicles (ZEV) within its fleet by purchasing 3 Chevy Bolts as part of this project. These EVs are able to fully benefit from the recently completed EV infrastructure at the City Hall.

The availability of EV charging stations at City Hall highlights the City's commitment to sustainability and environmentally friendly programs, initiatives and technologies that build resilient communities and infrastructure. All Costa Mesa residents, City employees, and commuters from the neighboring cities are able to benefit from this publically available EV charging infrastructure that is convenient and accessible.



CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Ongoing Capital Improvement Projects Remaining Balances as of 4/15/21

No.	Proj #	Project Name	TOTAL ALL FUNDS		
			Budget	Actuals	Remaining Balance
1	200045	Fire Station #3 Improvements and Repairs	\$ 125,000	\$ 12,500	\$ 112,500
2	200062	Building Maintenance Projects	2,739,004	2,573,798	165,206
3	200084	Fire Stations #2-#6: Critical Infrastructure Protection	100,000	47,837	52,163
4	200091	City Hall- Elevators Modernization	707,712	712	707,000
5	200092	Fire Suppression System & Fire Panel Upgrade	527,568	187,274	340,294
6	200094	Range Remodel/Update	100,000	39,665	60,335
7	200097	Electric Vehicle Fleet and Infrastructure	412,896	315,827	97,069
8	200098	Costa Mesa Bridge Shelter	15,475,820	11,089,439	4,386,381
9	210002	Corp Yard UDC Maintenance Access Cover Upgrades	95,000	93,475	1,525
10	210003	Fire Station 3 - Ground Water and Soil Assessment	50,000	-	50,000
11	210004	Fire Stations - Minor Projects at Various Stations	100,000	-	100,000
12	210005	Citywide Parking Study	135,000	49,999	85,001
13	300063	Project W Transit Stop Improvement	74,500	-	74,500
14	300148	Citywide Bicycle Rack Improvements	150,000	-	150,000
15	300160	Hyland/MacArthur Intersection Improvements	428,958	92,897	336,061
16	300162	I-405 Improvement	594,400	457,696	136,704
17	300163	Citywide Neighborhood Traffic Improvements	312,800	223,317	89,483
18	300168	Bear Street Improvements I-405 to Baker Street	715,000	657,685	57,315
19	300169	Fairview Road Improvements - I-405 to Adams Avenue	1,178,820	-	1,178,820
20	300171	SB Newport Blvd Improvement (Mesa to Victoria)	1,908,337	-	1,908,337
21	300172	Pavement Mitigation I -405 Project	661,980	-	661,980
22	300173	Newport Blvd Improvement NB (22nd to Bristol) & SB (Bristol to Mesa)	2,134,145	-	2,134,145
23	300174	Adams at Pinecreek Improvement	950,000	-	950,000
24	300175	Bear Street Pedestrian Signal at Education First	300,000	-	300,000

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Ongoing Capital Improvement Projects Remaining Balances as of 4/15/21

No.	Proj #	Project Name	TOTAL ALL FUNDS		
			Budget	Actuals	Remaining Balance
25	300176	Local Road Safety Plan	80,000	-	80,000
26	350030	Westside Restoration Project	125,000	-	125,000
27	370034	Fairview Road Traffic Signal Synchronization	2,070,896	1,932,677	138,219
28	370047	Sunflower Traffic Signal Synchronization	713,746	699,146	14,600
29	370050	West 17th St. Design - Newport Boulevard to West City Limits	862,500	240,127	622,373
30	370051	Fairview Road Improvements (Baker St. to Adams Av.)	710,600	151,944	558,656
31	370052	Newport Boulevard Improvements from 19th St. to 17th St.	656,250	124,282	531,968
32	370054	Baker/ Randolph Traffic Signal Installation	300,000	-	300,000
33	370055	Traffic Signal Preemption	375,000	351,201	23,799
34	370056	Bear Street Traffic Signal Synchronization	636,253	256,137	380,116
35	370057	RedHill Ave Traffic Signal Synchronization	330,400	-	330,400
36	370058	Citywide Traffic Signal Improvement	50,000	-	50,000
37	370059	W.19th Wallace Ave Traffic Signal	30,000	-	30,000
38	400012	Citywide Alley Improvements	2,573,019	1,538,867	1,034,152
39	400015	Citywide Street Improvements	23,626,742	19,617,743	4,008,999
40	450009	West 19th Bicycle Lanes and Route	397,710	322,710	75,000
41	450010	Citywide Class II, III and IV Bicycle Projects	320,461	1,425	319,036
42	450011	Merrimac Way Bicycle Facility	2,030,000	382,316	1,647,684
43	450013	Adams Ave Multi-Purpose Trail	325,000	150,781	174,219
44	450014	Adams Ave Bicycle Facility Project	120,000	-	120,000
45	500009	New Sidewalk / Missing Link Program	691,525	341,525	350,000
46	500010	Parkway Maintenance Program Citywide	725,000	180,675	544,325
47	500017	Priority Sidewalk Repair	300,000	225,231	74,769
48	550008	Citywide Catch Basin Insert and Water Quality Improvement	218,213	20,852	197,361

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Ongoing Capital Improvement Projects Remaining Balances as of 4/15/21






No.	Proj #	Project Name	TOTAL ALL FUNDS		
			Budget	Actuals	Remaining Balance
49	550011	Citywide Storm Drain Improvements - Fairview Park Storm	362,518	-	362,518
50	550011	Citywide Storm Drain Improvements	1,371,546	644,344	727,202
51	550021	Bristol Street Storm Drain Diversion Project	1,848,500	1,782,976	65,524
52	550022	Westside Storm Drain Improvements	1,050,000	-	1,050,000
53	700021	Wilson TeWinkle Park Bridge Repairs	200,000	-	200,000
54	700027	TeWinkle Park - Skate Park Expansion	70,000	37,841	32,159
55	700080	Park Security Lighting	299,880	135,379	164,501
56	700106	Various Parks - Sidewalk Replacement	64,686	-	64,686
57	700110	Open Space Master Plan Update	200,000	183,408	16,592
58	700115	Jack Hammett Sports Complex ADA Improvements	1,763,652	66,377	1,697,275
59	700128	Park Accessibility	100,000	-	100,000
60	700129	Shalimar Park Improvements	250,000	-	250,000
61	700132	Fairview Park - Vernal Pool Restoration	300,000	65,011	234,989
62	700133	Canyon Park Inventory Management & Restoration	60,000	-	60,000
63	700134	Fairview Park Fence Sign Trail	150,000	-	150,000
64	700135	Fairview Park Master Plan Update	250,000	-	250,000
65	700136	Jordan Park Playground Equipment Replacement	175,000	-	175,000
66	700137	TeWinkle Park Lakes Repairs	75,000	-	75,000
67	700139	Ketchum-Libolt Park Expansion	50,000	-	50,000
68	800015	Lions Park Projects & NCC- Library Development	40,110,379	36,771,804	3,338,575
Total Ongoing Capital Improvement Projects			\$ 116,996,416	\$ 82,066,900	\$ 34,929,516



No.	Project Name	Category	Dist. No.
1	Citywide - Community Choice Energy Feasibility Study	4 - Master Plan, General Plan	All
2	Various Facilities - Electric Vehicle Charging Stations	4 - Master Plan, General Plan	All
3	Building Modification Projects	5 - Asset Condition, Annual Recurring Costs	All
4	City Hall- Cast Iron Drainage Repipe	5 - Asset Condition, Annual Recurring Costs	3
5	City Hall - Exterior Paint	5 - Asset Condition, Annual Recurring Costs	3
6	City Hall - Training Room	5 - Asset Condition, Annual Recurring Costs	3
7	Corp Yard- Electric Security Gate	5 - Asset Condition, Annual Recurring Costs	1
8	Corp Yard- Fleet Shop Epoxy Floors	1 - Risk to Health, Safety or Environment	1
9	Downtown Aquatic Center- Pool Replaster	5 - Asset Condition, Annual Recurring Costs	5
10	Fire Station 1 - Dehumidifier Installation	1 - Risk to Health, Safety or Environment	5
11	Fire Station 2 - Reconstruction	5 - Asset Condition, Annual Recurring Costs	2
12	Fire Station 3 - Repairs	5 - Asset Condition, Annual Recurring Costs	5
13	Fire Stations - Minor Projects at Various Fire Stations	1 - Risk to Health, Safety or Environment	All
14	PD - Carpet Replacement	5 - Asset Condition, Annual Recurring Costs	3
15	PD - Range Remodel	5 - Asset Condition, Annual Recurring Costs	3
16	PD Underground Storage Tank (UST) Removal	2 - Regulatory or Mandated Requirement	3
17	Various Facilities - HVAC Replacement Program	5 - Asset Condition, Annual Recurring Costs	All
18	Costa Mesa Skate Park Expansion	4 - Master Plan, General Plan	3

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)






Capital Improvement Projects By Category and City Council Goals Fiscal Year 2021-2022

 Quality Recruitment	 Fiscally Sustainable	 Safe Community	 Enhance Infrastructure	 Housing Commitments	Fiscal Year 2021-2022
	✓		✓		\$ 150,000
	✓		✓		145,000
	✓		✓		392,306
			✓		75,000
			✓		150,000
			✓		40,000
			✓		75,000
			✓		75,000
			✓		275,000
			✓		250,000
	✓		✓		750,000
			✓		100,000
			✓		100,000
			✓		55,000
			✓		1,500,000
			✓		125,000
	✓		✓		530,000
			✓		100,000

No.	Project Name	Category	Dist. No.
19	Jack Hammett Sport Park Expansion	4 - Master Plan, General Plan	3
20	Ketchum-Libolt Park Expansion	4 - Master Plan, General Plan	4
21	Parks, Recreation and Open Space Master Plan Updates	4 - Master Plan, General Plan	All
22	Park Sidewalk / Accessibility Program	1 - Risk to Health, Safety or Environment	All
23	Tanager Park Playground, Exercise Equipment Replacement	5 - Asset Condition, Annual Recurring Costs	1
24	TeWinkle Park - Lakes Repairs & Upgrades	1 - Risk to Health, Safety or Environment	3
25	Westside Park Development	4 - Master Plan, General Plan	4&5
26	New Sidewalk/Missing Link Program	1 - Risk to Health, Safety or Environment	All
27	Parkway & Medians Improvement Program	1 - Risk to Health, Safety or Environment	All
28	Priority Sidewalk Repair	1 - Risk to Health, Safety or Environment	All
29	Westside Restoration Project	4 - Master Plan, General Plan	4&5
30	Adams Ave Improvements - RMRA	4 - Master Plan, General Plan	1
31	Citywide Alley Improvements	4 - Master Plan, General Plan	All
32	Citywide Catch Basin and Water Quality Improvements	2 - Regulatory or Mandated Requirement	All
33	Citywide Street Improvements	4 - Master Plan, General Plan	All
34	Newport Blvd Improvements-S/B from Mesa Dr. to Victoria St	5 - Asset Condition, Annual Recurring Costs	3
35	Westside Storm Drain Improvements	4 - Master Plan, General Plan	4&5
36	Wilson Street Improvements	5 - Asset Condition, Annual Recurring Costs	3&5

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)






Capital Improvement Projects By Category and City Council Goals Fiscal Year 2021-2022

 Quality Recruitment	 Fiscally Sustainable	 Safe Community	 Enhance Infrastructure	 Housing Commitments	Fiscal Year 2021-2022
			✓		1,013,000
			✓		247,520
	✓		✓		75,000
			✓		40,000
			✓		231,000
	✓		✓		50,000
			✓		250,000
		✓	✓		100,000
			✓		500,000
		✓	✓		50,000
	✓	✓	✓		350,000
	✓	✓	✓		2,278,862
	✓		✓		500,000
	✓		✓		25,000
	✓		✓		8,320,359
	✓		✓		57,315
	✓	✓	✓		550,000
	✓	✓	✓		800,000

No.	Project Name	Category	Dist. No.
37	Baker, Placenta, 19th, Victoria Traffic Signal Synchronization	3 - Grant Funding	1,2,4 & 5
38	Bicycle and Pedestrian Infrastructure Improvements	4 - Master Plan, General Plan	All
39	Citywide Bicycle Trail Wayfinding Signage	4 - Master Plan, General Plan	All
40	Citywide Class II and III Bicycle Roadway Projects	4 - Master Plan, General Plan	All
41	Citywide Neighborhood Traffic Improvements	1 - Risk to Health, Safety or Environment	All
42	Mesa Del Mar Multi-Modal Access and Circulation Improvements	1 - Risk to Health, Safety or Environment	3
43	Mesa Drive and Santa Ana Ave Bicycle Facility Improvements	1 - Risk to Health, Safety or Environment	3 & 6
44	Mesa Verde Drive East/ Peterson Place Class II Bicycle Facility	4 - Master Plan, General Plan	1 & 3
45	Randolph Avenue Parking and Pedestrian Improvements	4 - Master Plan, General Plan	2
46	West 18th St and Wilson St. Crosswalks	4 - Master Plan, General Plan	3 & 5
47	West 19th St. at Wallance Avenue Traffic Signal- Construction	4 - Master Plan, General Plan	4

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Capital Improvement Projects By Category and City Council Goals Fiscal Year 2021-2022

 Quality Recruitment	 Fiscally Sustainable	 Safe Community	 Enhance Infrastructure	 Housing Commitments	Fiscal Year 2021-2022
	✓	✓	✓		2,216,000
	✓	✓	✓		150,000
	✓	✓	✓		75,000
	✓	✓	✓		200,000
	✓	✓	✓		100,000
	✓	✓	✓		300,000
	✓	✓	✓		100,000
	✓	✓	✓		100,000
	✓	✓	✓		400,000
	✓	✓	✓		300,000
	✓	✓	✓		300,000
					\$ 24,566,362



Map by Voting District



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No. Category/Project Name		Gas Tax (HUTA) Fund 201	AQMD Fund 203	CDBG Fund 207	Park Development Fees Fund 208
ENERGY AND SUSTAINABILITY					
1	Citywide - Community Choice Energy Feasibility Study	\$ -	\$ -	\$ -	\$ -
2	Various Facilities - Electric Vehicle Charging Stations	-	145,000	-	-
	<i>SUBTOTAL ENERGY AND SUSTAINABILITY</i>	-	145,000	-	-
FACILITIES					
3	Building Modification Projects	-	-	-	-
4	City Hall- Cast Iron Drainage Repipe	-	-	-	-
5	City Hall - Exterior Paint	-	-	-	-
6	City Hall - Training Room	-	-	-	-
7	Corp Yard- Electric Security Gate	-	-	-	-
8	Corp Yard- Fleet Shop Epoxy Floors	-	-	-	-
9	Downtown Aquatic Center- Pool Replaster	-	-	-	-
10	Fire Station 1 - Dehumidifier Installation	-	-	-	-
11	Fire Station 2 - Reconstruction	-	-	-	-
12	Fire Station 3 - Repairs	-	-	-	-
13	Fire Stations - Minor Projects at Various Fire Stations	-	-	-	-
14	Police Department - Carpet Replacement	-	-	-	-
15	Police Department - Range Remodel	-	-	-	-
16	Police Department - Underground Storage Tank (UST) Removal	-	-	-	-
17	Various Facilities - HVAC Replacement Program	-	-	-	-
	<i>SUBTOTAL FACILITIES</i>	-	-	-	-
PARKS					
18	Costa Mesa Skate Park Expansion	-	-	-	100,000
19	Jack Hammett Sport Park Expansion	-	-	-	350,000
20	Ketchum-Libolt Park Expansion	-	-	-	-
21	Parks, Recreation and Open Space Master Plan Updates	-	-	-	75,000
22	Park Sidewalk / Accessibility Program	40,000	-	-	-
23	Tanager Park Playground, Exercise Equipment Replacement	-	-	-	156,000
24	TeWinkle Park - Lakes Repairs and Upgrades	-	-	-	50,000
25	Westside Park Development	-	-	-	250,000
	<i>SUBTOTAL PARKS</i>	40,000	-	-	981,000
PARKWAYS AND MEDIANS					
26	New Sidewalk / Missing Link Program	100,000	-	-	-
27	Parkway and Medians Improvement Program	200,000	-	-	-
28	Priority Sidewalk Repair	50,000	-	-	-
29	Westside Restoration Project	-	-	-	-
	<i>SUBTOTAL PARKWAY AND MEDIANS</i>	350,000	-	-	-
STREETS					
30	Adams Avenue Improvements-RMRA	-	-	-	-
31	Citywide Alley Improvements	500,000	-	-	-
32	Citywide Catch Basin Insert and Water Quality Improvement Project	-	-	-	-
33	Citywide Street Improvements	4,742,518	-	-	-
34	Newport Blvd Improvements -S/B from Mesa Dr. to Victoria St	-	-	-	-
35	Westside Storm Drain Improvements	-	-	-	-
36	Wilson Street Improvements	-	-	565,777	-
	<i>SUBTOTAL STREETS</i>	5,242,518	-	565,777	-

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Capital Improvement Projects by Funding Source Fiscal Year 2021-2022

Drainage Fund 209	Traffic Impact Fee Fund 214	Gas Tax (RMRA) Fund 251	Capital Improvement Fund 401	Measure M2 Regional Fund 415	Measure M2 Fairshare Fund 416	Jack Hammett Fund 417	State Grant Fund 231	Total
\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
-	-	-	-	-	-	-	-	145,000
-	-	-	150,000	-	-	-	-	295,000
-	-	-	392,306	-	-	-	-	392,306
-	-	-	75,000	-	-	-	-	75,000
-	-	-	150,000	-	-	-	-	150,000
-	-	-	40,000	-	-	-	-	40,000
-	-	-	75,000	-	-	-	-	75,000
-	-	-	75,000	-	-	-	-	75,000
-	-	-	275,000	-	-	-	-	275,000
-	-	-	250,000	-	-	-	-	250,000
-	-	-	750,000	-	-	-	-	750,000
-	-	-	100,000	-	-	-	-	100,000
-	-	-	100,000	-	-	-	-	100,000
-	-	-	55,000	-	-	-	-	55,000
-	-	-	1,500,000	-	-	-	-	1,500,000
-	-	-	125,000	-	-	-	-	125,000
-	-	-	530,000	-	-	-	-	530,000
-	-	-	4,492,306	-	-	-	-	4,492,306
-	-	-	-	-	-	-	-	100,000
-	-	-	-	-	-	663,000	-	1,013,000
-	-	-	-	-	-	-	247,520	247,520
-	-	-	-	-	-	-	-	75,000
-	-	-	-	-	-	-	-	40,000
-	-	-	75,000	-	-	-	-	231,000
-	-	-	-	-	-	-	-	50,000
-	-	-	-	-	-	-	-	250,000
-	-	-	75,000	-	-	663,000	247,520	2,006,520
-	-	-	-	-	-	-	-	100,000
-	-	-	125,000	-	175,000	-	-	500,000
-	-	-	-	-	-	-	-	50,000
-	-	-	350,000	-	-	-	-	350,000
-	-	-	475,000	-	175,000	-	-	1,000,000
-	-	2,278,862	-	-	-	-	-	2,278,862
-	-	-	-	-	-	-	-	500,000
25,000	-	-	-	-	-	-	-	25,000
-	-	-	665,777	-	2,912,064	-	-	8,320,359
-	-	57,315	-	-	-	-	-	57,315
550,000	-	-	-	-	-	-	-	550,000
-	-	-	234,223	-	-	-	-	800,000
575,000	-	2,336,177	900,000	-	2,912,064	-	-	12,531,536

No.	Category/Project Name	Gas Tax (HUTA) Fund 201	AQMD Fund 203	CDBG Fund 207	Park Development Fees Fund 208
TRANSPORTATION					
37	Baker, Placenta, 19th, Victoria Traffic Signal Synchronization	-	200,000	-	-
38	Bicycle and Pedestrian Infrastructure Improvements	-	-	-	-
39	Citywide Bicycle Trail Wayfinding Signage	-	-	-	-
40	Citywide Class II, III and IV Bicycle Projects	-	-	-	-
41	Citywide Neighborhood Traffic Improvements	-	-	-	-
42	Mesa Del Mar Multi-Modal Access and Circulation Improvements	-	-	-	-
43	Mesa Drive and Santa Ana Ave Bicycle Facility Improvement	-	-	-	-
44	Mesa Verde Drive East/ Peterson Place Class II Bicycle Facility	-	-	-	-
45	Randolph Avenue Parking and Pedestrian Improvements	-	-	-	-
46	West 18th St and Wilson St. Crosswalks	-	-	-	-
47	West 19th St. at Wallance Avenue Traffic Signal	-	-	-	-
	<i>SUBTOTAL TRANSPORTATION</i>	-	200,000	-	-
Total Capital Improvement Projects		\$ 5,632,518	\$ 345,000	\$ 565,777	\$ 981,000

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Capital Improvement Projects by Funding Source Fiscal Year 2021-2022

Drainage Fund 209	Traffic Impact Fee Fund 214	Gas Tax (RMRA) Fund 251	Capital Improvement Fund 401	Measure M2 Regional Fund 415	Measure M2 Fairshare Fund 416	Jack Hammett Fund 417	State Grant Fund 231	Total
-	243,000	-	-	1,773,000	-	-	-	2,216,000
-	100,000	-	-	-	50,000	-	-	150,000
-	-	-	75,000	-	-	-	-	75,000
-	200,000	-	-	-	-	-	-	200,000
-	-	-	100,000	-	-	-	-	100,000
-	100,000	-	200,000	-	-	-	-	300,000
-	100,000	-	-	-	-	-	-	100,000
-	100,000	-	-	-	-	-	-	100,000
-	150,000	-	250,000	-	-	-	-	400,000
-	300,000	-	-	-	-	-	-	300,000
-	-	-	300,000	-	-	-	-	300,000
-	1,293,000	-	925,000	1,773,000	50,000	-	-	4,241,000
\$ 575,000	\$ 1,293,000	\$ 2,336,177	\$ 7,017,306	\$ 1,773,000	\$ 3,137,064	\$ 663,000	\$ 247,520	\$ 24,566,362

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Capital Improvement Projects by Funding Source

Fiscal Year 2020-2021

No	Category/Project Name	Gas Tax	AQMD	CDBG	Park	Drainage
		(HUTA) Fund	Fund	Fund	Development	Fund
		201	203	207	Fees Fund	209
FY 2021-2022 Projects Considered and Deferred to Future Fiscal Years						
2	Citywide - Costa Mesa Green Business Program				\$ -	
5	City Hall - 1st Floor IT Department Reconfiguration					
6	City Hall - 1st Floor Finance Security & Efficiency Reconfiguration					
15	Fire Station 4 - Replace living Quarters					
20	Bark Park Renovation				\$ 470,000	
22	Fairview Park - CA-ORA-58 Fill Removal, Cap & Restore Native Habitat				\$ 3,750,000	
30	Victoria Street Trail- Outdoor Exercise Equipment				\$ 154,000	
34	Victoria Street - Parkway Landscape Rehabilitation					
52	Placentia/20th HAWK Signal					
	Total				\$ 4,374,000	

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Capital Improvement Projects by Funding Source

Fiscal Year 2020-2021

Traffic Impact Fee Fund 214	Gas Tax (RMRA) Fund 251	Capital Improvement Fund 401	Measure M2 Regional Fund 415	Measure M2 Fairshare Fund 416	Jack Hammett Improv. Fund 417	Grant Fund xxx	Proposed 2021-22	Future Years Total
		\$ 300,000						\$ 300,000
		\$ 350,000						350,000
		\$ 550,000						550,000
		\$ 5,500,000						5,500,000
		\$ -						470,000
		\$ -						3,750,000
		\$ -						154,000
		\$ 250,000						250,000
		\$ 200,000						\$ 200,000
		\$ 7,150,000						\$ 11,524,000



CAPITAL IMPROVEMENT PROGRAM

Community Choice Energy Feasibility Study

Type: Energy and Sustainability
Department: Public Services
Category: 4- Master Plan, General Plan

Item No. 1
CIP Project No.
District No. All

Project Description: This project is to conduct a standalone Community Choice Energy (CCE) feasibility study that considers all options.

Project Justification: Community Choice Energy, also known as CCE or a CCA, is a program that allows local governments to procure energy on behalf of their residents and businesses. It is an alternative to energy purchasing process of Investor Owned Utility (IOU), and CCE determines the sources of its power supply, setting customer rates, and developing incentives and programs. The IOU will continue to deliver the energy, maintain infrastructure, read meters, and bill the customers. CCE is a customer opt-out program that can bring local control of energy supply, freedom of choice to residents while reducing greenhouse gases (GHG) emissions and building resilience.

The first step in establishing a CCE that is a good fit for Costa Mesa is to perform a technical and financial feasibility study to assess the costs, benefits and risks associated with CCEs. The scope of work of this project will also include community outreach and education to ensure resident's input and support.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
Other- Consulting	-	150,000	-	-	-	-	-	150,000
Total Estimated Costs	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

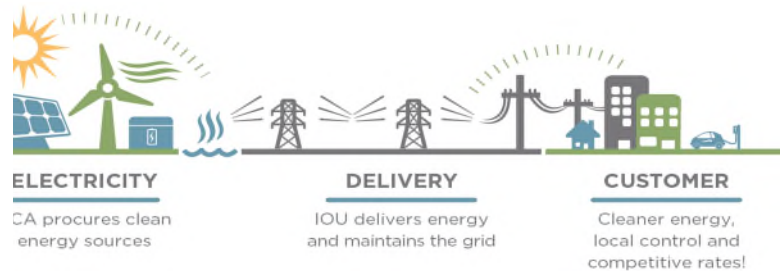
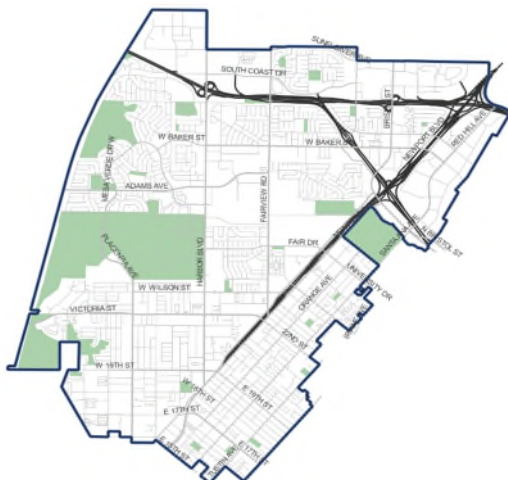
Project Account (Account-Fund-Org-Program-Project):

Operating Impacts: \$

Location: Citywide

Total Estimated Project Cost: \$ 150,000

Funds Expended to Date: \$ -



Various City Facilities - Electric Vehicle Charging Stations

Item No. 2
CIP Project No.
District No. All

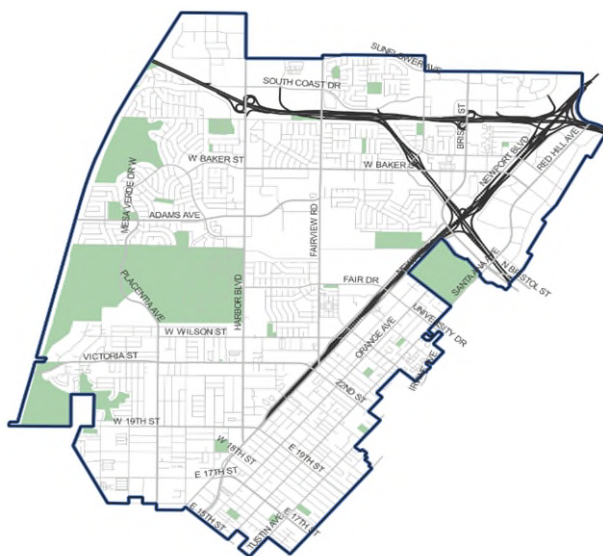
Project Justification:	<p>The City of Costa Mesa recently purchased three Chevy Bolts that are fully electric and is in the process of acquiring an EV passenger bus. Additional EV's are planned to be acquired in the future to replace aging internal combustion engine vehicles and this requires the installation of new charging stations at City facilities, including the Corporation Yard, Senior Center and other City facilities.</p>
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Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
Other: Installation	-	145,000	-	150,000	-	150,000	300,000	745,000
Total Estimated Costs	\$ -	\$ 145,000	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 300,000	\$ 745,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
AQMD	\$ -	\$ 145,000	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 300,000	\$ 745,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 145,000	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 300,000	\$ 745,000

500000-203-19300-50910-XXXXXX

Total Estimated Project Cost:	\$ 745,000
Funds Expended to Date:	\$ -



CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Building Modification Projects

Type: Facilities
 Department: Public Services
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 3
 CIP Project No. 200062
 District No. All

Project Description: The attached summary of proposed maintenance projects are building modifications and maintenance projects in the 22 City-owned buildings, including those leased to outside agencies. The City administers and supervises contract services for maintaining these facilities.

Project Justification: Building Modification Projects consolidates many smaller projects that are minor maintenance and repair-related (i.e. painting, electrical, repair, etc.) amounting to \$30,000 or less.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design,environmental, permits	-	-	-	-	-	-	-	-
Construction	-	392,306	400,000	400,000	400,000	400,000	400,000	2,392,306
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 392,306	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,392,306

Funding Sources	2019-20 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvements Fund	\$ -	\$ 392,306	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,392,306
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 392,306	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,392,306

Project Account (Account-Fund-Org-Program-Project): 500000-401-19500-50910-200062

Operating Impacts: \$ -

Location: Citywide

Total Estimated Project Cost:	\$ 2,392,306
Funds Expended to Date:	\$ -



CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Building Modification Projects

Item No. 3

No.	Project Title/Location	Cost	Description
1	Balearic Community Center	\$ 20,000	Replace Terazzo Tile in Restrooms (Interior and Exterior Restrooms)
2	Balearic Community Center	6,000	Replace Interior carpet at the Balearic Community Center
3	Balearic Community Center	21,000	Replace the laminate flooring in Balearic Community Center Meeting Room
4	City Hall	9,000	Replace all Flourescent lighting in City Hall Stairwells with LED energy efficient lighting with Power Outstage Battery back up.
5	Communications	29,999	Replace garage roll up doors that are aged and past their life expectancy.
6	Communications	5,000	Termite treatment for garage area of Communications
7	Corporation Yard	20,000	Exterior Paint for Corp Yard Buildings
8	Corporation Yard	20,000	Replace all the ceiling mounted, gas powered heaters at Equipment Maintenance Shop
9	Corporation Yard	15,000	Interior Paint at Equipment Maintenance Shop
10	Fire station 3	5,000	Termite Spot Treatment within Apparatus Bay of Fire Station 3
11	Fire station 3	20,000	Security/Privacy Fencing and Gate in the backyard of Fire Station 3
12	Fire Station 1,2,3,4,5 and 6	20,000	Critical Infrastructure Protection for six Fire Stations
13	Heller Park	18,000	Replace Heller Park shelter
14	Luke Davis Field	1,400	Paint 2 foul poles and attached screens located in the outfield
15	Police Station	16,000	Replace Police Substation HVAC
16	Senior Center	30,000	Replace Fixed Cabinets at Senior Center
17	Senior Center	30,000	Replace Black Gate/Doors at Senior Center
18	Shiffer Park	4,000	Paint interior of restroom at Shiffer Park
19	Tanager Park	15,000	Convert abandoned basketball court to a pickle ball court at Tanager Park
20	Tewinkle Athletic Complex	12,000	Paint interior of restrooms and 8 foul poles and attached screens located in the ourfields of Tewinkle Athletic Complex
21	Tewinkle Athletic Complex	29,500	Replace Skate Park Artificial Turf
22	Various Park Locations	13,800	Paint total of 47 Light Poles in Canyon, Gisler, Heller, Tanager, Wilson Parks.
23	Vista Park	2,800	Paint interior of restrooms at Vista Park
24	West Side Substation	28,807	Reconfigure the space to add additional workstations to accommodate three new code enforcement officers.
GRAND TOTAL		<u>\$ 392,306</u>	

CAPITAL IMPROVEMENT PROGRAM

City Hall- Cast Iron Drainage Repipe

Type: Facilities
 Department: Public Services
 Category: 5- Asset Condition, Annual Recurring Costs

Item No. 4
 CIP Project No.
 District No. 3

Project Description: This project is repiping cast iron sewer drain pipes at City Hall

Project Justification: The age of the cast iron sewer drain pipes at City Hall are over 40 Years and are in need of repair. The Cast Iron pipes have deteriorated and is causing failures in some areas leading to sewage spills. Repiping is the most cost-effective way of addressing this problem which will repair any areas that are about to fail and will prevent further deterioration of the pipe.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	70,000	-	-	-	-	-	70,000
Contingency	-	5,000	-	-	-	-	-	5,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Project Account (Account-Fund-Org-Program-Project):

500000-401-19500-50910-XXXXXX

Operating Impacts: \$

- **Total Estimated Project Cost:** \$ 75,000

Location: City Hall, 77 Fair Dr.

Funds Expended to Date: -



CAPITAL IMPROVEMENT PROGRAM

City Hall- Exterior Paint

Type: Facilities
 Department: Public Services
 Category: 5- Asset Condition, Annual Recurring Costs

Item No. 5
 CIP Project No.
 District No. 3

Project Description: This project is to patch, repair and repaint seismic retrofit members and walkway canopy.

Project Justification: The structural members constructed to seismically retrofit the City Hall building are showing signs of weathering in the form of peeling paint, localized rust spots and overall paint condition. It is recommended to treat these areas and repaint all the steel members. Similarly, the walkway canopies will also need localized repairs, roof reconstruction and repainting.

Project Status: New project

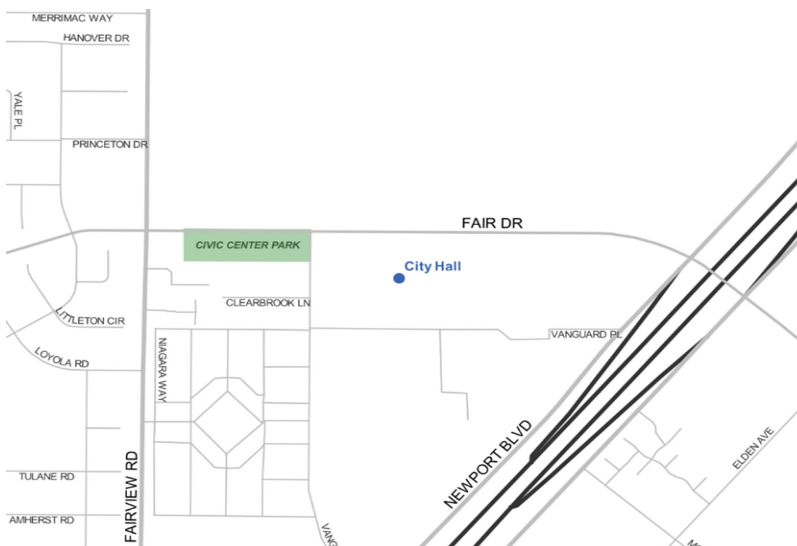
Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	135,000	150,000	-	-	-	-	285,000
Contingency	-	15,000	-	-	-	-	-	15,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Project Account (Account-Fund-Org-Program-Project):

500000-401-19500-50910-XXXXXX

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 300,000
Location: City Hall, 77 Fair Dr. **Funds Expended to Date:** -



CAPITAL IMPROVEMENT PROGRAM

City Hall - Training Room

Type: Facilities
 Department: Information Technology
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 6
 CIP Project No.
 District No. 3

Project Description: This project is for a design phase to convert a portion of the basement into a Training Room that can be used by all the City departments.

Project Justification: While e-learning/training nowadays seem to be effective, City needs to have a room solely dedicated for training purposes provides opportunity for questions and interaction and team dynamics. It eliminates many distractions, and learning alongside one's peers is much more enjoyable, making it more effective. City's vendors also require that the city provide a training room where they can train the appropriate personnel on their applications/programs.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	40,000	-	-	-	-	-	40,000
Construction	-	-	400,000	-	-	-	-	400,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 40,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 440,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 40,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 440,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 40,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 440,000

Project Account (Account-Fund-Org-Program-Project):

500000-401-19500-50910-XXXXXX

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 440,000
Location: **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Corporation Yard Electric Security Gate

Type: Facilities
 Department: Public Services
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 7
 CIP Project No.
 District No. 1

Project Description: This project is to replace a manually operated gate with an electric gate.

Project Justification: The Corp Yard entry security gate is a large, two lane gate that requires manual opening and closing and is in need of an upgrade. The current gate is open to the public during hours of operation.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	75,000	25,000	-	-	-	-	100,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 75,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 75,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 75,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Account (Account-Fund-Org-Program-Project):

500000-401-19500-50910-XXXXXX

Operating Impacts: \$

Total Estimated Project Cost: \$ 100,000

Location: Corporation Yard, 2310 Placentia Ave.

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Corporation Yard - Fleet Shop Epoxy Floors

Type: Facilities
 Department: Public Services
 Category: 1- Risk to Health, Safety or Environment

Item No. 8
 CIP Project No.
 District No. 1

Project Description: This project is to resurface Fleet Shop Floor with epoxy materials

Project Justification: The flooring in the Equipment Maintenance Shop requires treatment to be sealed and to provide slip-resistant surfaces. Installing an epoxy floor treatment will provide a non-slip working surface for the City's Mechanics and enable staff to clean up fluids more effectively.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	\$67,500	-	-	-	-	-	67,500
Contingency	-	7,500	-	-	-	-	-	7,500
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Project Account (Account-Fund-Org-Program-Project): 500000-401-19500-50910-XXXXXX

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 75,000
Location: Corporation Yard, 2310 Placentia Ave. **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Downtown Aquatic Center -Pool Replaster

Type: Facilities
 Department: Public Services
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 9
 CIP Project No. 800027
 District No. 5

Project Description: The project includes re-plastering the Aquatic Center's pool.

Project Justification: The pool plaster is constantly peeling and falling and poses a safety risk to all community pool users. The plaster was installed approximately 18 years ago during the original construction of the Aquatic Center and has well exceeded its service life. Therefore, replastering of the pool is recommended.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	5,000	-	-	-	-	-	5,000
Construction	-	240,000	-	-	-	-	-	240,000
Contingency	-	30,000	-	-	-	-	-	30,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000

Project Account (Account-Fund-Org-Program-Project):

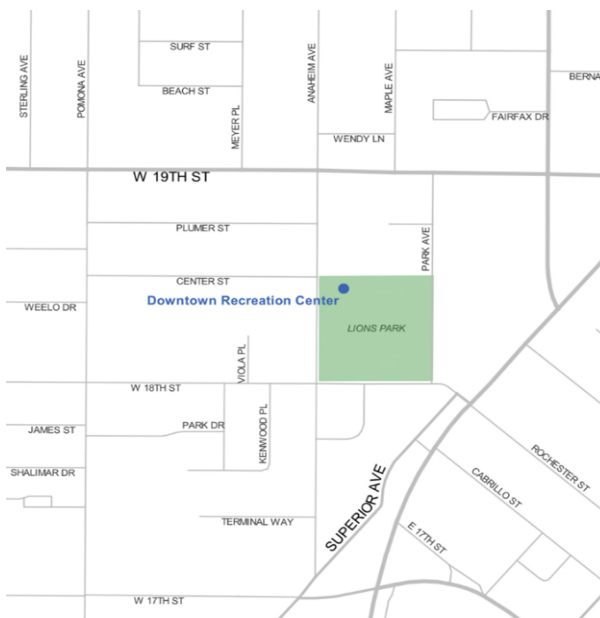
500000-401-19500-50910-800027

Operating Impacts: \$ -

Total Estimated Project Cost: \$ 275,000

Location: Downtown Aquatic Center, 1860 Anaheim Ave.

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Fire Station 1 - Dehumidifier Installation

Type: Facilities
 Department: Fire & Rescue
 Category: 1- Risk to Health, Safety or Environment

Item No. 10
 CIP Project No.
 District No. 1

Project Description: This project is to install HVAC Dehumidifier at Fire Station 1

Project Justification: The installation of a dehumidifier has been recommended by an independent HVAC engineer to mitigate excessive condensation and humidity at the Fire Station.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	225,000	-	-	-	-	-	225,000
Contingency	-	25,000	-	-	-	-	-	25,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

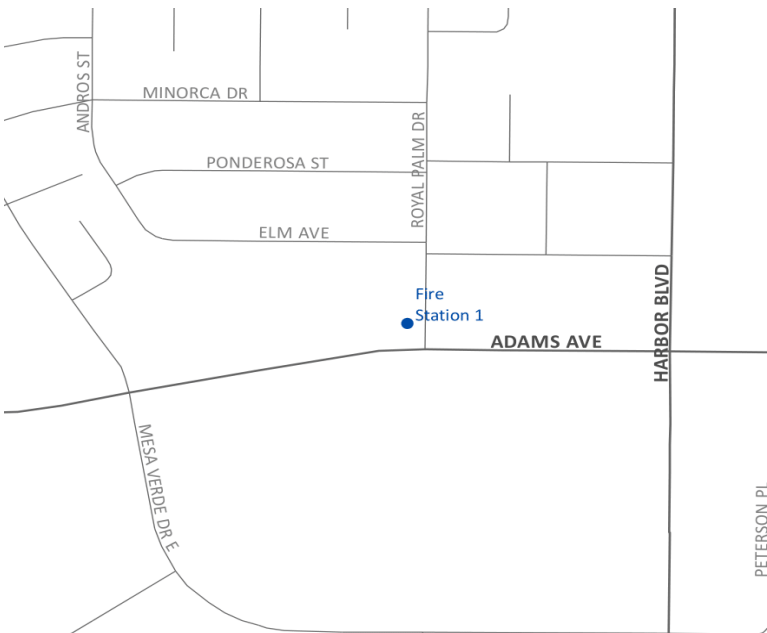
Project Account (Account-Fund-Org-Program-Project):

500000-401-19500-50910-XXXXXX

Operating Impacts:

Location: Fire Station 1 - 1570 Adams

Total Estimated Project Cost:	\$ 250,000
Funds Expended to Date:	\$ -



CAPITAL IMPROVEMENT PROGRAM

Fire Station 2 - Reconstruction

Type: Facilities
 Department: Fire & Rescue
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 11
 CIP Project No.
 District No. 2

Project Description: This project includes Demolition and Reconstruction of Fire Station 2

Project Justification: Fire Station no. 2 was opened in 1966 and has exceeded its useful life span. The current facility, as it stands, has multiple defects and is no longer sufficient for current operational needs, including multi-gender operations, privacy, ADA guidelines, seismic stability and occupational health. There are numerous electrical and plumbing problems, security concerns, and infrastructure defects. Additionally, Fire Station No. 2 requires updated ventilation system/projections for each firefighter's sleeping quarters.

Project Status: New Project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	750,000	-	-	-	-	-	750,000
Construction	-	-	4,000,000	4,000,000	-	-	-	8,000,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 750,000	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 8,750,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 750,000	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 8,750,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 750,000	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 8,750,000

Project Account (Account-Fund-Org-Program-Project):

500000-401-19500-50910-XXXXXX

Operating Impacts:

Total Estimated Project Cost: \$ 8,750,000

Location: Fire Station 2- 800 Baker St.

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Fire Station 3 - Repairs

Type: Facilities
 Department: Fire Department
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 12
 CIP Project No. 200045
 District No. 5

Project Description: This project includes the improvement of roof and wall water proofing for Fire Station 3.

Project Justification: Station roof and wall water proofing with area drainage is required to prevent the continued flooding Fire Station 3 during heavy rains. Action is required to prevent additional structural damage from the water that penetrates into the building. The project also alleviates fungal and mold issues that may affect the working conditions of the firefighters and staff.

Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	25,000	-	-	-	-	-	-	25,000
Construction	80,000	95,000	-	-	-	-	-	175,000
Contingency	20,000	5,000	-	-	-	-	-	25,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000

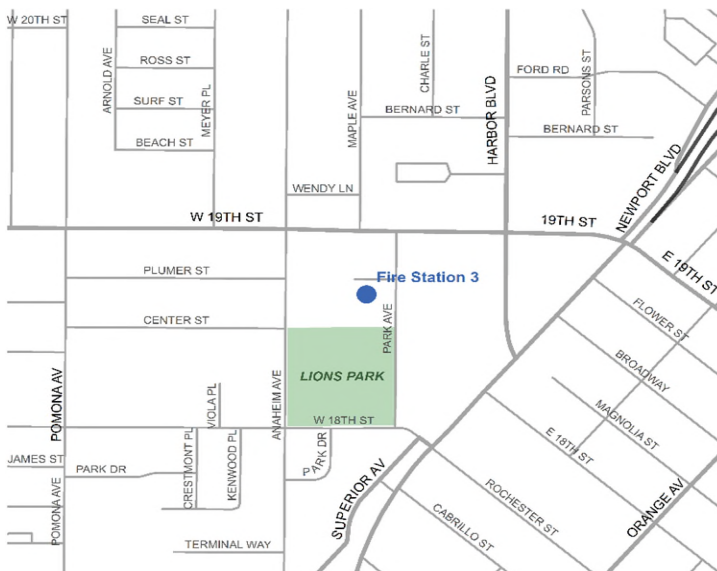
Project Account (Account-Fund-Org-Program-Project):

500000-401-19500-50910-200045

Operating Impacts:

Location: Fire Station 3 - 1865 Park Ave.

Total Estimated Project Cost: \$ 225,000
Funds Expended to Date: \$ 12,500



CAPITAL IMPROVEMENT PROGRAM

Fire Stations - Minor Projects at Various Fire Stations

Type: Facilities
Department: Public Services
Category: 1 - Risk to Health, Safety or Environment

Item No. 13
CIP Project No. 210004
District No. All

Project Description: These funds are to be utilized at various Fire Stations for enhancements to the living quarters section of the facility and other minor improvements identified by both the Fire Department and Public Services Department in their monthly assessments. Typical improvements may include upgrading shower stalls, bathroom fixtures, flooring, window coverings, bathroom fans/vents, water heaters, lighting, paint, windows and doors, etc.

Project Justification: Many of the City's fire stations are 40 plus years old and are in need of upgrades to the living quarters and other improvements. Typical examples include replacement of existing wasteful bathroom fixtures with newer lower water consumption fixtures, and replacement of windows, doors and skylights with energy-efficient EnergyStar products. Noise reduction measures are necessary since these fire stations are all located on heavily traveled streets which can affect staff's operations.

Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	90,000	100,000	100,000	100,000	100,000	100,000	-	590,000
Contingency	10,000	-	-	-	-	-	-	10,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 600,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 600,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 600,000

Project Account (Account-Fund-Org-Program-Project):

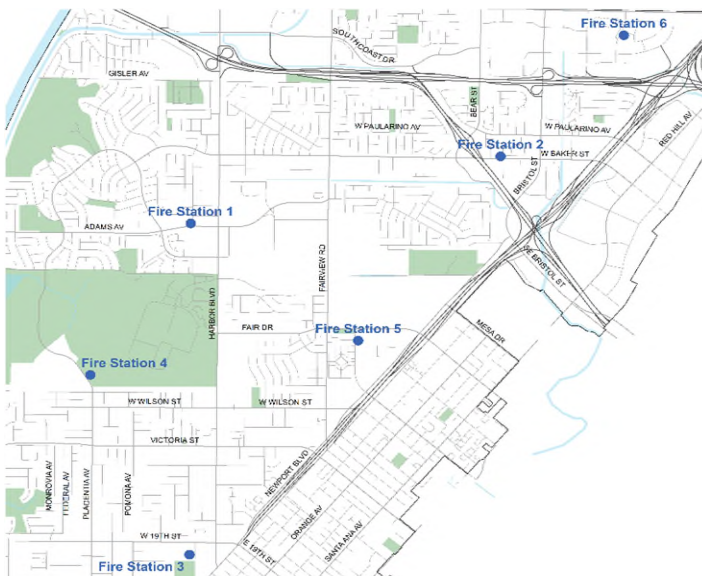
500000-401-19500-50910-210004

Operating Impacts: N/A

Total Estimated Project Cost: \$ 600,000

Location: Fire Stations - Various addresses

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Police Department - Carpet Replacement

Type: Facilities
 Department: Police Department
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 14
 CIP Project No.
 District No. 3

Project Description: Replace carpet in the following Police Department offices/areas: Property & Evidence, CSI, SIU, Field Ops Admin. Office, & Interview Rooms.

Project Justification: The carpet in these areas are currently in poor condition with significant wear and tear. This project will require removal of the current carpet and installation of new commercial grade carpet. The existing carpet has reached the end of its expected life and needs to be replaced. Worn carpet may lead to hazards, such as trip-and-fall. It is crucial to properly maintain the floor coverings in the Police Department to preserve the department's functionality and improve the appearance of the department overall as it will be consistent with the carpet in the front lobby. The new carpet will also be more resistant and easier to clean and maintain.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits		-	-	-	-	-	-	-
Construction	-	50,000	-	-	-	-	-	50,000
Contingency	-	5,000	-	-	-	-	-	5,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000

Project Account (Account-Fund-Org-Program-Project): 500000-401-19500-50910-XXXXXX

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 55,000
Location: Costa Mesa Police Department, 99 Fair Dr. **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Police Department - Range Remodel and Update

Type: Facilities
 Department: Police Department
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 15
 CIP Project No. 200094
 District No. 3

Project Description: Remodel the Police Department Firing Range to ensure POST firearms training mandates.

Project Justification: The department's indoor firearms range is currently in poor condition with obsolete and/or inoperable equipment. The range is required to ensure POST firearms training mandates and department quarterly training requirements are met for the 136 sworn officers, 4 reserve officers, and 6 Fire Department arson investigators. It allows the department to meet these mandates and needs in the most effective and efficient manner, without jeopardizing training standards or requiring staff to travel out of the area.

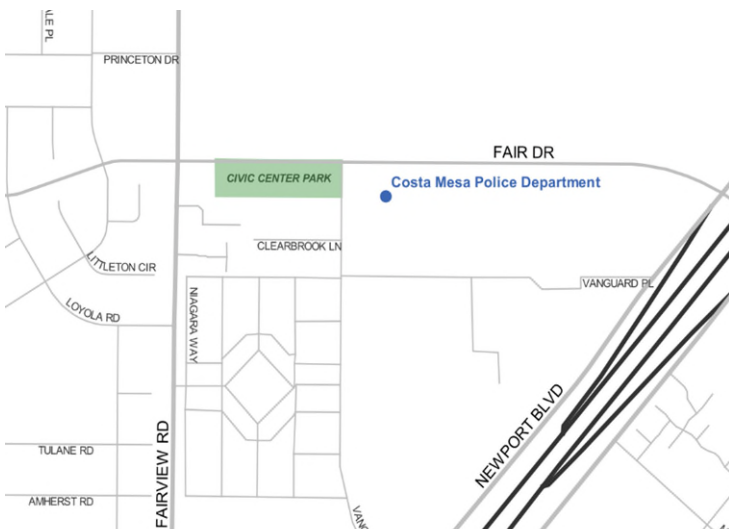
Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	100,000	-	-	-	-	-	-	100,000
Construction	-	1,500,000	-	-	-	-	-	1,500,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000

Project Account (Account-Fund-Org-Program-Project): 500000-401-15100-50910-200094

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 1,600,000
Location: Costa Mesa Police Department, 99 Fair Dr. **Funds Expended to Date:** \$ 39,665



CAPITAL IMPROVEMENT PROGRAM

Police Department Underground Storage Tank (UST) Removal

Type: Facilities
 Department: Public Services
 Category: 2 - Regulatory or Mandated Requirement

Item No. 16
 CIP Project No.
 District No. 3

Project Description: This project is to remove Underground Storage Tank (UST) at the Police Department

Project Justification: This UST is no longer needed or used; however, it is still on the County's records as an active tank that requires removal.

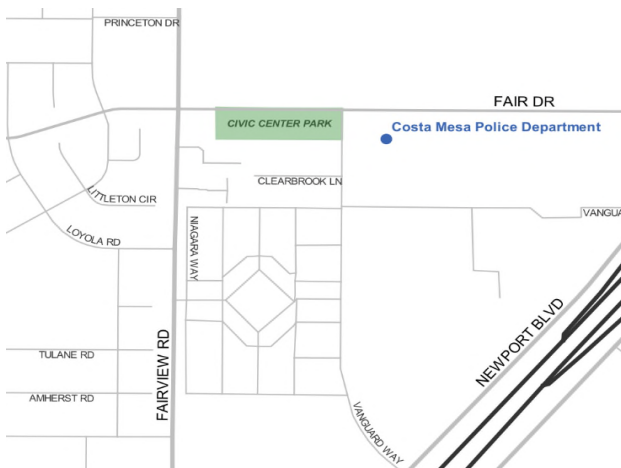
Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	12,000	-	-	-	-	-	12,000
Construction	-	100,000	-	-	-	-	-	100,000
Contingency	-	13,000	-	-	-	-	-	13,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000

Project Account (Account-Fund-Org-Program-Project): 500000-401-19500-50910-XXXXXX

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 125,000
Location: Costa Mesa Police Dept, 99 Fair Drive. **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Various Facilities - HVAC Replacement Program

Type: Facilities
 Department: Public Services
 Category: 5- Asset Condition, Annual Recurring Costs

Item No. 17
 CIP Project No.
 District No. All

Project Description: Replacement of aging HVAC units at various City Facilities that have been in service beyond their anticipated service life

Project Justification: These units have been in service for many years and have gone beyond their American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) useful life expectancies and are due for replacement. ASHRAE is the industry organization that sets the standards and guidelines for most Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) equipment. the requested funding will allow for the replacement of six (6) units at the Downtown Recreation Center and three (3) units at the Historical Society. other facilities to be funded in future fiscal years include three (3) units in Finance, two (2) units in the IT Network Room, four (4) units at Fire Station #6 and two (2) boilers at the Police Department.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	530,000	150,000	150,000	150,000	150,000	1,000,000	2,130,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 530,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,000,000	\$ 2,130,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 530,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,000,000	\$ 2,130,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 530,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,000,000	\$ 2,130,000

Project Account (Account-Fund-Org-Program-Project):

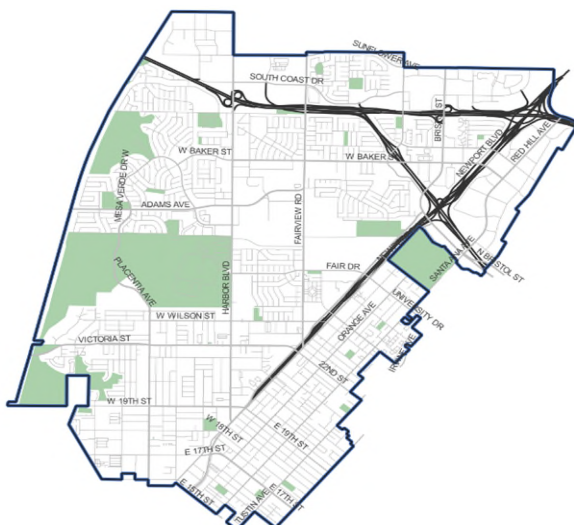
500000-401-19500-50910-XXXXXX

Operating Impacts: \$

- **Total Estimated Project Cost:** \$ 2,130,000

Location: Various City Facilities

Funds Expended to Date:



CAPITAL IMPROVEMENT PROGRAM

Costa Mesa Skate Park Expansion

Type: Parks
Department: Public Services
Category: 4 - Master Plan , General Plan

Item No. 18
CIP Project No. 700027
District No. 3

Project Description: Expand the existing Costa Mesa Skate Park from 15,000 s.f. skatable area to 25,000 s.f. - 30,000 s.f.

Project Justification: The success of the existing skate park is demonstrated by the number of users that frequent the park. The different elements that were incorporated in a very compact footprint and the quality of the work have contributed to its success. The park is enjoyed by skaters of all ages and their families too. A great need exists for a dedicated area for young/beginner skaters and an expanded area for new elements like a pump track. As with the original design, the proposed expansion will be designed in collaboration with the skating community to make sure the new elements are current and long lasting. The scope of work also includes extensive community outreach and presentations to Commissions and the City Council.

Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	70,000	100,000	-	-	-	-	-	170,000
Construction	-	-	1,500,000	-	-	-	-	1,500,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 70,000	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,670,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Park Development Fee Fund	-	100,000	1,500,000	-	-	-	-	1,600,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 70,000	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,670,000

Project Account (Account-Fund-Org-Program-Project):

500000-208-19200-40112-700027

Operating Impacts: \$ 5,000

Total Estimated Project Cost: \$ 1,670,000

Location: Costa Mesa Skate Park, 900 Arlington Dr

Funds Expended to Date: \$ 37,841



CAPITAL IMPROVEMENT PROGRAM

Jack Hammett Sport Park Expansion

Type: Parks
Department: Public Services
Category: 4 - Master Plan, General Plan

Item No. 19
CIP Project No. 700115
District No. 3

Project Description: The Jack Hammett Sports Complex project is an existing project previously budgeted consisting of construction of ADA walkways, parking lot expansion, permanent storage facilities, and restroom upgrades.

Project Justification: The proposed improvements are designed to increase parking, improve circulation, provide ADA accessible paths and improvements and the construction of permanent storage facilities. The proposed improvements will focus in the area around Fields #1,2 and 3. additional improvements are planned for around fields 4, 5 and 6.

Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	40,321	-	-	-	-	-	-	40,321
Construction	1,473,331	1,013,000	-	-	-	-	-	2,486,331
Contingency	250,000	-	-	-	-	-	-	250,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 1,763,652	\$ 1,013,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,776,652

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Jack Hammett Fund	\$ -	\$ 663,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 663,000
Park Fees Fund	1,726,796	350,000	-	-	-	-	-	2,076,796
Capital Improvement Fund	36,856	-	-	-	-	-	-	36,856
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 1,763,652	\$ 1,013,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,776,652

Project Account (Account-Fund-Org-Program-Project):

500000-417-19200-40112-700115

500000-208-19200-40112-700115

Operating Impacts: \$ -

Total Estimated Project Cost: \$ 2,776,652

Location: Jack R. Hammett Sports Complex, 2750 Fairview Rd.

Funds Expended to Date: \$ 66,377



CAPITAL IMPROVEMENT PROGRAM

Ketchum-Libolt Park Expansion

Type: Parks
Department: Public Services
Category: 4 - Master Plan , General Plan

Item No. 20
CIP Project No. 700139
District No. 4

Project Description: The project proposes to expand Ketchum-Libolt Park to the south into an underutilized parkway adjacent to Victoria Street.

Project Justification: Ketchum-Libolt is a neighborhood park that can be expanded to provide additional park amenities. The additional parkland and amenities will improve the neighborhood and provide more opportunities for families to recreate.

Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	50,000	-	120,000	-	-	-	-	170,000
Construction	-	247,520	782,480	-	-	-	-	1,030,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 50,000	\$ 247,520	\$ 902,480	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2021-22	2022-23	2023-24	2024-25	Future	Total
Park Development Fee Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Prop 68 Per Capita Grant	-	247,520	-	-	-	-	-	247,520
Future Grant/Other Funds	-	-	902,480	-	-	-	-	902,480
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 50,000	\$ 247,520	\$ 902,480	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000

Project Account (Account-Fund-Org-Program-Project):

500000-231-19200-40112-700139

Operating Impacts: \$ 2,000

Total Estimated Project Cost: \$ 1,200,000

Location: Ketchum-Libolt Park, 2150 Maple Street

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Parks, Recreation and Open Space Master Plan Update

Type: Parks
Department: Parks and Community Services
Category: 4 - Master Plan, General Plan

Item No. 21
CIP Project No. 700110
District No. All

Project Description: Update the 2003 Open Space Master Plan

Project Justification: The Open Space Master Plan Update process was suspended approximately two years ago. There was extensive community input, including stakeholders, elected and appointed officials and City staff resulting in a draft plan. Only a few tasks remain before it is presented for City Council adoption. Some of these tasks include additional public outreach, update of survey and demographic data and Council presentations.

Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
Other- Master Plan	200,000	75,000	-	-	-	-	-	275,000
Total Estimated Costs	\$ 200,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Park Development Fee Fund	\$ -	\$ 75,000		\$ -	\$ -	\$ -		\$ 75,000
Capital Improvement Fund	200,000		-	-	-	-	-	200,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 200,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000

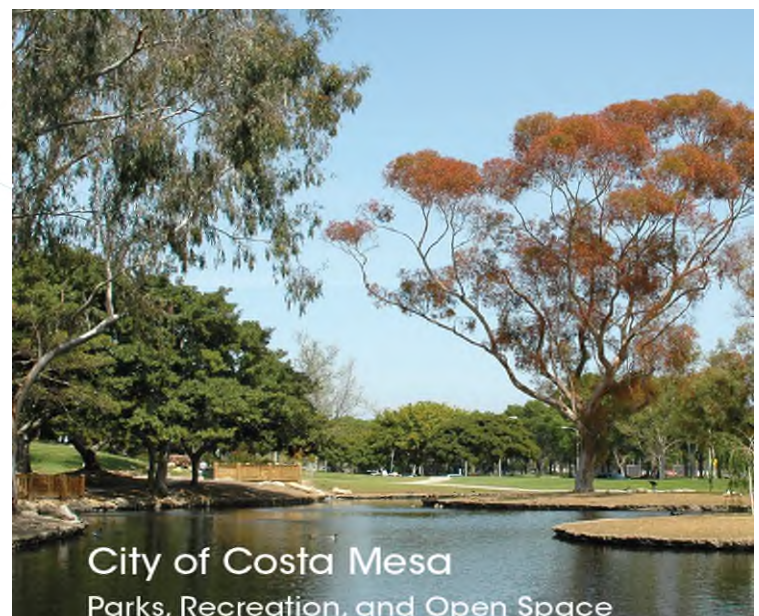
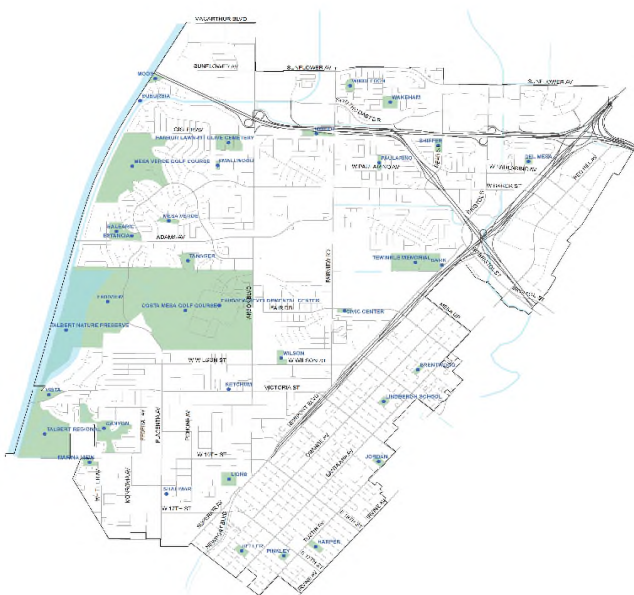
Project Account (Account-Fund-Org-Program-Project):

500000-208-19200-40112-700110

Operating Impacts: \$

Total Estimated Project Cost: \$ 275,000
Funds Expended to Date: \$ 183,408

Location:



CAPITAL IMPROVEMENT PROGRAM

Parks Sidewalk / Accessibility Program

Type: Parks
 Department: Public Services
 Category: 1 - Risk to Health, Safety or Environment

Item No. 22
 CIP Project No. 700128
 District No. All

Project Description: Remove and replace damaged or outdated accessibility improvements in parks.

Project Justification: To remove and replace cracked, raised or buckled concrete in walkways, ramps, railings, etc., not in compliance with ADA Standards.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	40,000	100,000	100,000	100,000	100,000	100,000	540,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 40,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 540,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Gas Tax Fund	-	40,000	-	-	-	-	-	40,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 40,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 540,000

Project Account (Account-Fund-Org-Program-Project):

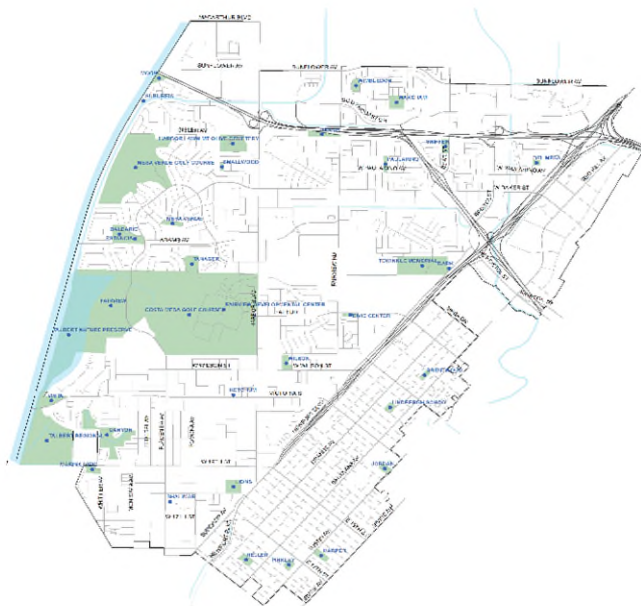
500000-201-19200-40112-700128

Operating Impacts: \$

Total Estimated Project Cost: \$ 540,000

Location: Citywide, Various Parks

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Tanager Park Playground, Exercise Equipment Replacement

Type: Parks
 Department: Public Services
 Category: 5- Asset Condition, Annual Recurring Costs

Item No. 23
 CIP Project No.
 District No. 1

Project Description: Remove and replace entire playground and exercise equipment, remove sand and replace with wood fiber and rubber surfacing.

Project Justification: The existing playground and exercise equipment which was installed in 1990 is worn and deteriorated. Replacement parts are obsolete and difficult to obtain. This project will improve safety which will minimize the chance of future injuries and potential claims against the City. This project will also update the playground and exercise areas with more current equipment; and make the overall park more aesthetically pleasing.

Project Status: New Project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	210,000	-	-	-	-	-	210,000
Contingency	-	21,000	-	-	-	-	-	21,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 231,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Park Development Fees	\$ -	\$ 156,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156,000
Capital Improvement Fund	-	75,000	-	-	-	-	-	75,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 231,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,000

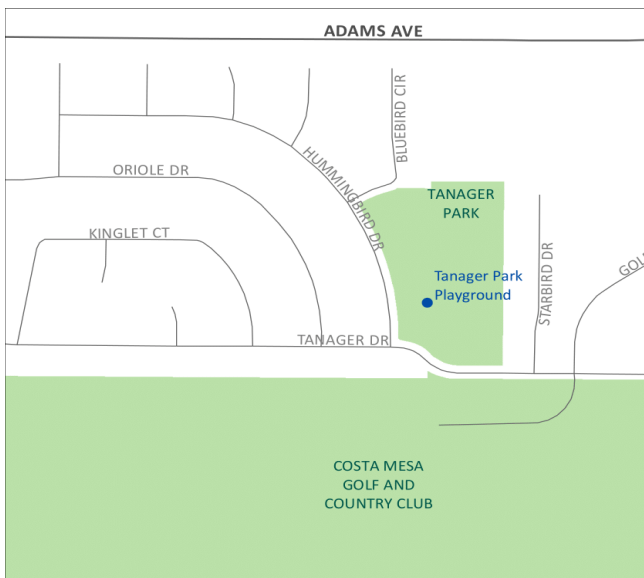
Project Account (Account-Fund-Org-Program-Project):

500000-208-19200-40112-XXXXXX
 500000-401-19200-40112-XXXXXX

Operating Impacts: \$

Location: Tanager Park - 1780 Hummingbird Dr.

- **Total Estimated Project Cost:** \$ 231,000
Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Tewinkle Park Lakes Upgrades

Type: Parks
 Department: Public Services
 Category: 1- Risk to Health, Safety or Environment

Item No. 24
 CIP Project No. 700137
 District No. 3

Project Description: Upgrade lakes to improve water containment

Project Justification: The current condition of the lakes does not allow for a sustainable water containment system and lacks proper circulation to maintain dissolved oxygen levels at an acceptable range. The proposed improvements include reconfiguration of the circulation system, creating impervious vertical sides, new impermeable soft-bottom and an enhanced aeration system.

Project Status: Existing Project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	75,000	50,000	-	-	-	-	-	125,000
Construction	-	-	1,000,000	-	-	-	-	1,000,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 75,000	\$ 50,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,125,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Park Development Fees	\$ 75,000	\$ 50,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,125,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 75,000	\$ 50,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,125,000

Project Account (Account-Fund-Org-Program-Project):

500000-208-19500-40111-700137

Operating Impacts: \$

Total Estimated Project Cost: \$ 1,125,000

Location: Tewinkle Park - 970 Arlington Drive

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Westside Park Development

Type: Parks
Department: Parks and Community Services
Category: 4 - Master Plan, General Plan

Item No. 25
CIP Project No.
District No. 4 and 5

Project Description: Funding is requested to initiate the process of increasing available parkland in the Westside for active and passive uses. City Staff and consultants will start by identifying potential sites, conducting feasibility studies, and for those with the most potential, start the process necessary to secure and develop the site for park.

Project Justification: The Westside is one of the areas most underserved for parks. With the City almost completely built out, the City must look at creative ways to obtain additional parkland for our residents to recreate and play. In addition to looking at potential sites for purchase, City staff will also look at leasing and repurposing facilities, and creating new partnerships with public and private landowners.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ 250,000	\$ 3,000,000	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 6,250,000
Design, permits	-	-	-	350,000	350,000	-	-	700,000
Construction	-	-	-	-	2,000,000	2,000,000	2,000,000	6,000,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 250,000	\$ 3,000,000	\$ 3,350,000	\$ 2,350,000	\$ 2,000,000	\$ 2,000,000	\$ 12,950,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Park Development Fund	\$ -	\$ 250,000	\$ 3,000,000	\$ 3,350,000	\$ 2,350,000	\$ 2,000,000	\$ 2,000,000	\$ 12,950,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 250,000	\$ 3,000,000	\$ 3,350,000	\$ 2,350,000	\$ 2,000,000	\$ 2,000,000	\$ 12,950,000

Project Account (Account-Fund-Org-Program-Project):

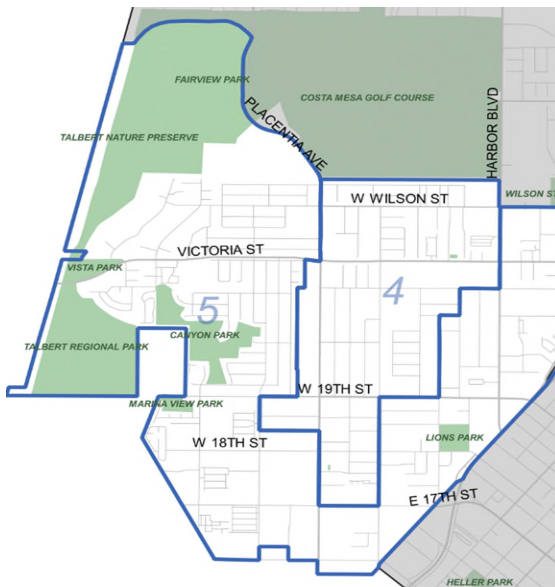
500000-208-19200-40112-XXXXXX

Operating Impacts: \$ -

Total Estimated Project Cost: \$ 12,950,000

Location: Westside Costa Mesa

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

New Sidewalk/Missing Link Program

Type: Parkway and Medians
 Department: Public Services
 Category: 1 - Risk to Health, Safety or Environment

Item No. 26
 CIP Project No. 500009
 District No. All

Project Description: This program includes the construction of new sidewalk at locations where short segments are missing.

Project Justification: This program allows for the construction of new sidewalk mid-block where short segments are missing to provide a continuous path of travel or for entire blocks at or near high priority areas such as around schools, hospitals, convalescent homes, public facilities, bus routes, and arterial highways.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	-	100,000	100,000	100,000	100,000	100,000	100,000	600,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000

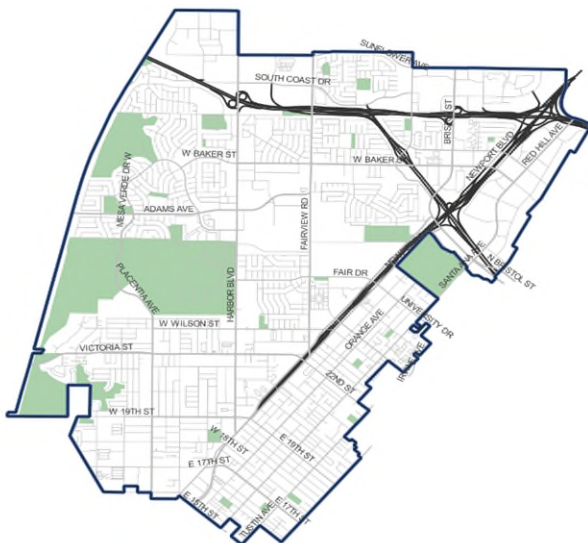
Project Account (Account-Fund-Org-Program-Project):

500000-201-19200-30130-500009

Operating Impacts:

Location: Citywide - Various Locations

Total Estimated Project Cost:	\$	600,000
Funds Expended to Date:	\$	-



CAPITAL IMPROVEMENT PROGRAM

Parkway and Median Improvement Program

Type: Parkway and Medians
 Department: Public Services
 Category: 1 - Risk to Health, Safety or Environment

Item No. 27
 CIP Project No. 500010
 District No. All

Project Description: Reconstruction of damaged curb, gutter, ramps, sidewalks and median landscape and irrigation.

Project Justification: Permanently repair damaged areas of the right-of-way and ADA accessibility improvements and replace existing median landscape and irrigation improvements with drought-tolerant landscape that includes California-native plants and state-of-the-art irrigation systems.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

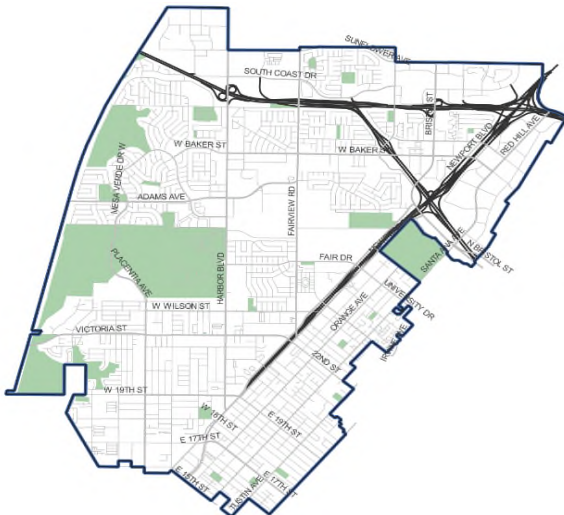
Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	500,000	450,000	450,000	450,000	450,000	450,000	2,750,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 500,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,750,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Gas Tax	\$ -	\$ 200,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 1,075,000
Measure M2 Fairshare Fund	-	175,000	175,000	175,000	175,000	175,000	175,000	1,050,000
Capital Improvement Fund	-	125,000	100,000	100,000	100,000	100,000	100,000	625,000
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 500,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,750,000

Project Account (Account-Fund-Org-Program-Project):

500000-201-19200-30130-500010
 500000-401-19200-30130-500010
 500000-416-19200-30130-500010

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 2,750,000
Location: Citywide - Various Locations **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Priority Sidewalk Repair

Type: Parkway and Medians
 Department: Public Services
 Category: 1 - Risk to Health, Safety or Environment

Item No. 28
 CIP Project No. 500017
 District No. All

Project Description: This project is an ongoing maintenance program to remove and replace damaged curb, gutter, and sidewalk.

Project Justification: A sidewalk maintenance program is essential to remove and replace damaged curb, gutter, and sidewalk. This program is intended to provide funds to repair the damaged concrete improvements within the City right-of-way. These funds will be used to perform the necessary parkway repairs where staff has been directed to remove trees by the Parks & Recreation Commission. Additionally, ADA accessibility ramps are constructed as staff receives individual requests.

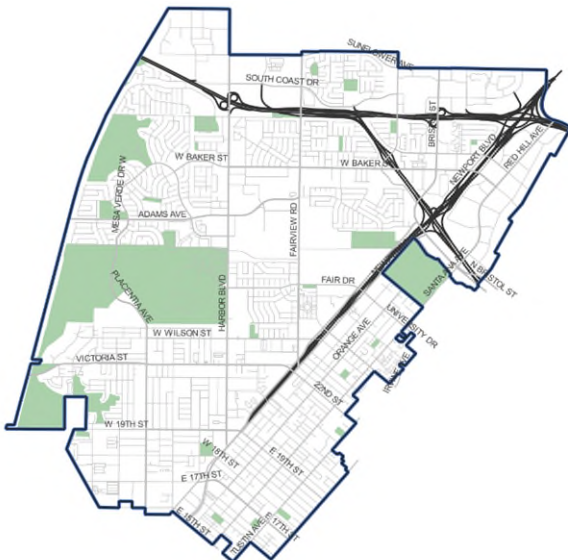
Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Gas Tax Fund	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000

Project Account (Account-Fund-Org-Program-Project): 500000-201-19200-30130-500017

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 300,000
Location: Citywide - Various Locations **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Westside Restoration Project

Type: Parkway and Medians
 Department: Public Services
 Category: 4- Master Plan, General Plan

Item No. 29
 CIP Project No. 350030
 District No. 4 & 5

Project Description: The Westside Restoration Project is located in Districts 4 and 5 and proposes improvements designed to beautify the neighborhood, improve pedestrian and bicycle accessibility, repair aging infrastructure and enhance lighting and safety.

Project Justification: The restoration of the Westside is an important goal for the community. The implementation of the proposed infrastructure improvements will be the catalyst for an overall revitalization of this neighborhood, promoting Active Transportation and providing a safe environment.

Project Status: Existing Project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	125,000	350,000	-	-	-	-	-	475,000
Construction	-	-	250,000	250,000	250,000	250,000	250,000	1,250,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 125,000	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,725,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ 125,000	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,725,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 125,000	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,725,000

Project Account (Account-Fund-Org-Program-Project):

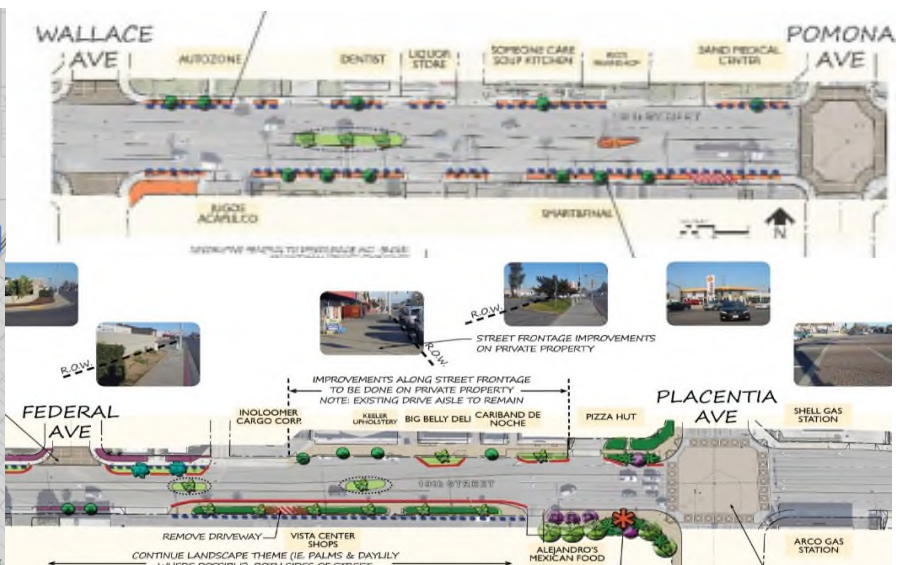
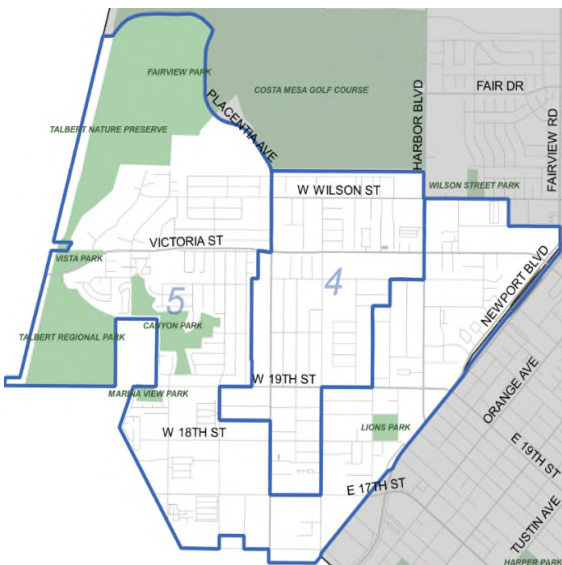
500000-401-19200-20112-350030

Operating Impacts: \$

Total Estimated Project Cost: \$ 1,725,000

Location:

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Adams Ave Improvements - RMRA

Type: Streets
Department: Public Services
Category: 4 - Master Plan, General Plan

Item No. 30
CIP Project No.
District No. 1

Project Description: The project includes the rehabilitation of roadway by removing and reconstructing structurally deficient spots and construction a 2" ARHM overlay.

Project Justification: This project is proposed to be funded with Road Maintenance and Rehabilitation Account (RMRA) funds. RMRA is a program that provides funding for major rehabilitation of City streets which are in need of improvement. The program is implemented in accordance with Pavement Management System (PMS) to meet the City Council goal to reach and maintain an average Citywide Pavement Condition Index (PCI) of 85. Currently, Adams Avenue has a PCI of less than 55.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	1,868,862	-	-	-	-	-	1,868,862
Contingency	-	210,000	-	-	-	-	-	210,000
Other/Constr Mgmt	-	200,000	-	-	-	-	-	200,000
Total Estimated Costs	\$ -	\$ 2,278,862	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,278,862

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
RMRA	\$ -	\$ 2,278,862	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,278,862
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 2,278,862	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,278,862

Project Account (Account-Fund-Org-Program-Project):

500000-251-19200-71200-XXXXXX

Operating Impacts: \$ -

Total Estimated Project Cost: \$ 2,278,862

Location: Adams Ave. between Royal Palm Dr. to Santa Ana River

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Citywide Alley Improvements

Type: Streets
Department: Public Services
Category: 4 - Master Plan, General Plan

Item No. 31
CIP Project No. 400012
District No. All

Project Description: The project provides citywide alley rehabilitation by replacing asphalt alleyways with concrete.

Project Justification: A comprehensive study was conducted citywide to provide information about the existing condition of the alleys and their rehabilitation cost. Funding is requested this fiscal year to reconstruct additional alleys. The last proposed year for funding to complete this project and all alleys is FY 2024-2025.

Project Status: Ongoing Citywide project; therefore, no prior budgeted amounts are included below.

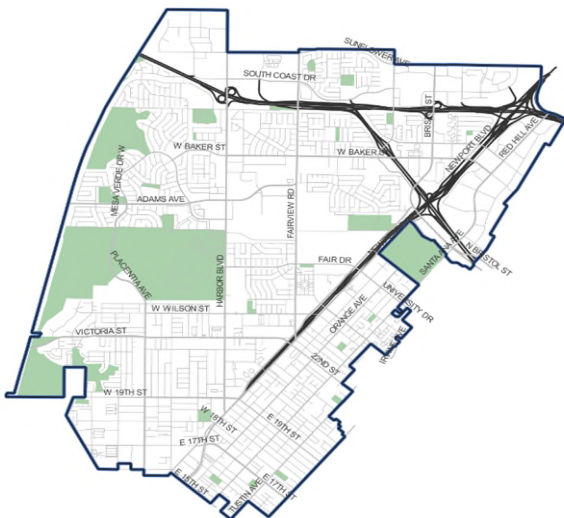
Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	500,000	500,000	500,000	500,000	-	-	2,000,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 2,000,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Gas Tax	\$ -	\$ 500,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 1,700,000
Measure M	-	-	100,000	100,000	100,000	-	-	\$ 300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 2,000,000

Project Account (Account-Fund-Org-Program-Project):

500000-201-1900-30112-400012

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 2,000,000
Location: Citywide - Various Locations **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Citywide Catch Basin and Water Quality Improvement Project

Type: Streets
 Department: Public Services
 Category: 2 - Regulatory or Mandated Requirement

Item No. 32
 CIP Project No. 550008
 District No. All

Project Description: This program allocates funding to implement structural improvements to the City's Stormdrain system to remove pollutants, and in particular trash and debris, from stormwater discharges.

Project Justification: This program allocates funding to install full capture trash systems in the City's storm drain system in an effort to remove trash from stormwater discharges, and to comply with the California Trash Provisions as required by the Santa Ana Regional Water Quality Control Board and the California State Water Resources Control Board. To-date, 272 full capture devices have been installed in City catch basins. The next cycle of this project proposes to install an additional 350 full capture devices in priority locations throughout the City.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	25,000	30,000	30,000	30,000	30,000	120,000	265,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000	\$ 265,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Drainage Fund	\$ -	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000	\$ 265,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000	\$ 265,000

Project Account (Account-Fund-Org-Program-Project):

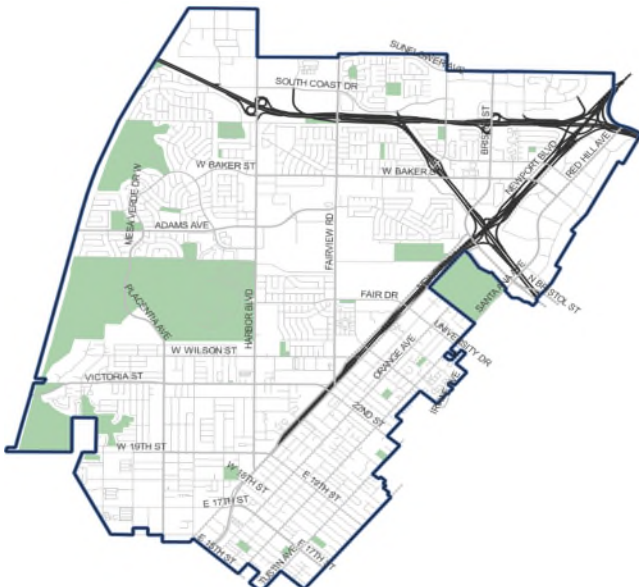
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Operating Impacts: \$ -

Total Estimated Project Cost: \$ 265,000

Location: Citywide

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Citywide Street Improvements

Type: Streets
 Department: Public Services
 Category: 4 - Master Plan, General Plan

Item No. 33
 CIP Project No. 400015
 District No. All

Project Description: Rehabilitation of streets that include by one or a combination of the following methods: grind and overlay, leveling course and slurry seal, and reconstruction of structurally deficient spots.

Project Justification: This program provides major rehabilitation to streets and is implemented in accordance with the Pavement Management System to meet the City Council Goal to reach and maintain an average Citywide Pavement Condition Index (PCI) of 85. For Fiscal Year 2021-22, arterial and residential streets are scheduled to be rehabilitated in the following neighborhoods: Eastside, Westside, and Mesa Verde. A complete list of the specific residential streets will be available close to project completion at www.costamesaca.gov/CIP.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	8,320,359	5,500,000	5,500,000	5,500,000	6,000,000	6,500,000	37,320,359
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 8,320,359	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 6,000,000	\$ 6,500,000	\$ 37,320,359

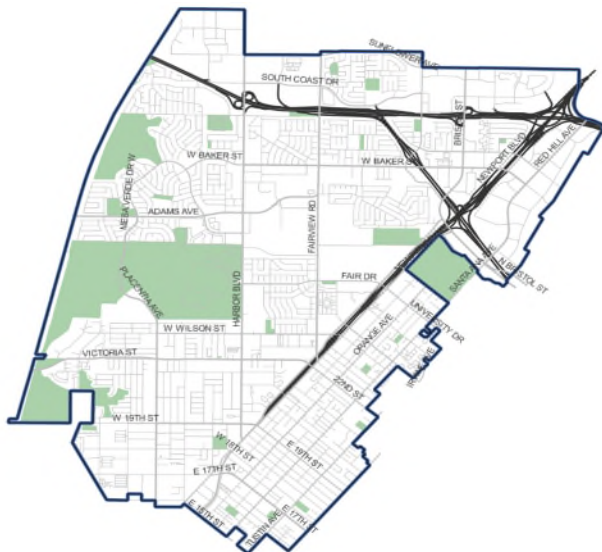
Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 665,777	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,250,000	\$ 2,500,000	\$ 11,415,777
Gas Tax	-	4,742,518	2,000,000	2,000,000	2,000,000	2,250,000	2,500,000	15,492,518
Measure M	-	2,912,064	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	10,412,064
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 8,320,359	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 6,000,000	\$ 6,500,000	\$ 37,320,359

Project Account (Account-Fund-Org-Program-Project):

500000-401-19200-30112-400015
 500000-201-19200-30112-400015
 500000-416-19200-30112-400015

Operating Impacts: \$ -
Location: Citywide - Various Locations

Total Estimated Project Cost: \$ 37,320,359
Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Newport Blvd Improvements- S/B from Mesa to Victoria St.

Type: Streets
 Department: Public Services
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 34
 CIP Project No. 300171
 District No. 3

Project Description: This project includes the rehabilitation of roadway by removing and reconstructing structurally deficient spots and constructing a 2" ARHM overlay.

Project Justification: This project is funded with Road Maintenance and Rehabilitation Account (RMRA) funds. RMRA is a program that provides funding for major rehabilitation of City streets which are in need of improvement. The program is implemented in accordance with Pavement Management System to meet the City Council Goal to reach and maintain an average Citywide Pavement Condition Index (PCI) of 85. This request allocates leftover funds from the Bear Street Rehabilitation Project to this project.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Adopted 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	1,908,337	57,315	-	-	-	-	-	1,965,652
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 1,908,337	\$ 57,315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,965,652

Funding Sources	2020-21 and Prior	Adopted 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
RMRA	\$ 1,908,337	\$ 57,315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,965,652
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 1,908,337	\$ 57,315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,965,652

Project Account (Account-Fund-Org-Program-Project):

500000-251-19200-71200-300171

Operating Impacts: \$ 40,000

Total Estimated Project Cost: \$ 1,965,652

Location: Newport Blvd

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Westside Storm Drain Improvements

Type: Streets
Department: Public Services
Category: 4 - Master Plan, General Plan

Item No. 35
CIP Project No. 550022
District No. 4 & 5

Project Description: Upgrade existing storm drain system between 17th Street/Pomona Ave and 16th Street/Superior as per the Master Drainage Plan.

Project Justification: Funding is requested to continue the implementation of the City Council approved priorities and recommendations in the Master Drainage Plan for the update and/or construction of storm drain systems as recommended, with this project's focus primarily for these improvements in Westside Costa Mesa.

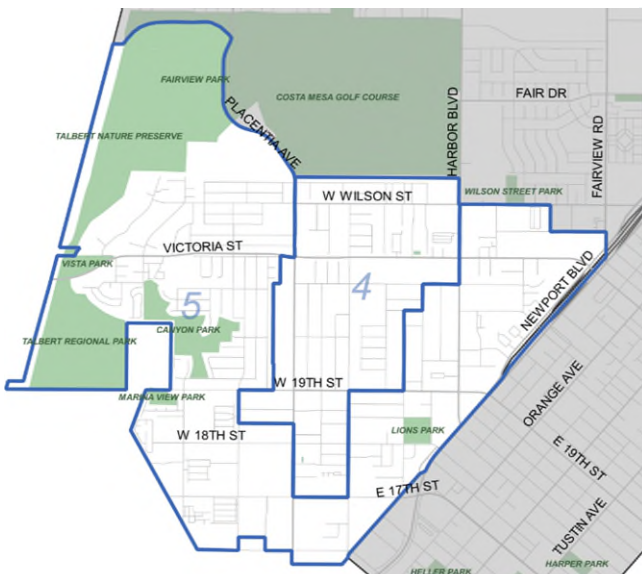
Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	550,000	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000	8,300,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 8,300,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Drainage Fees	\$ -	\$ 550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 8,300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 8,300,000

Project Account (Account-Fund-Org-Program-Project): 500000-209-19200-30122-550022

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 8,300,000
Location: Westside Neighborhood, Costa Mesa **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Wilson Street Improvements

Type: Streets
 Department: Public Services
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 36
 CIP Project No.
 District No. 3 & 5

Project Description: The Wilson Street Improvement project includes ADA upgrades, parkway repairs, pavement rehabilitation and restriping.

Project Justification: This project is proposed to be funded with CDBG and City funds. The condition of Wilson Street between Fairview Road and Harbor Boulevard is Poor with a PCI of less than 59 and declining. Deferring the rehabilitation further will require more funding as it may require the complete removal and reconstruction of the pavement.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	720,000	-	-	-	-	-	720,000
Contingency	-	80,000	-	-	-	-	-	80,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000

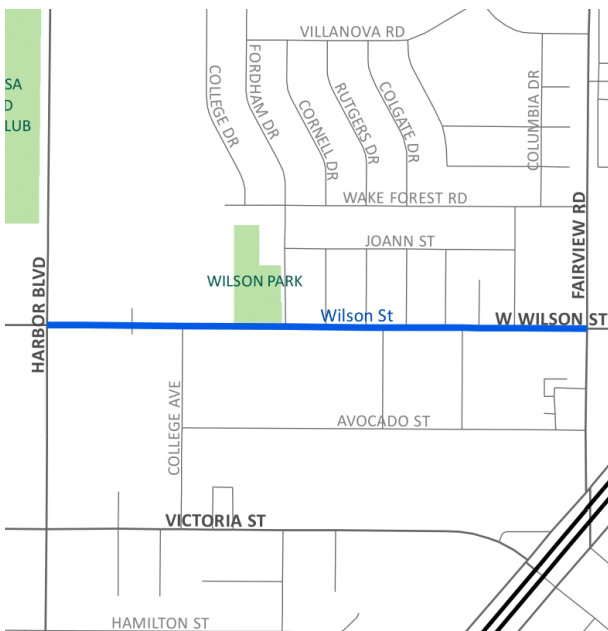
Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
CDBG Fund	\$ -	\$ 565,777	-	\$ -	\$ -	\$ -	-	\$ 565,777
Capital Improvement Fund	-	234,223	-	-	-	-	-	234,223
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000

Project Account (Account-Fund-Org-Program-Project):

500000-207-19200-30112-XXXXXX
 500000-401-19200-30112-XXXXXX

Total Estimated Project Cost: \$ 800,000
Funds Expended to Date:

Operating Impacts: \$ -
Location: Wilson St. between Fairview Road and Harbor Blvd



CAPITAL IMPROVEMENT PROGRAM

Baker, Placentia, 19th, Victoria Traffic Signal Synchronization

Type: Transportation
Department: Public Services
Category: 3- Grant Funding

Item No. 37
CIP Project No.
District No. 1, 2, 4, 5

Project Description: The Baker, Placentia, 19th, Victoria TSS Project will result in traffic signal timing improvements along the corridors. The project will replace outdated traffic signal controllers and upgrade traffic signal communication equipment. The project includes accessible Pedestrian Push button installation, video detection for bicycles, GPS Emergency Vehicle Preemption, and CCTV's installation.

Project Justification: In June 2020, OCTA approved the City's grant funding request for the Baker, Placentia, 19th, Victoria TSS Project. OCTA awarded the City \$1,773,000 in grant funds for the engineering and implementation of traffic signal equipment and timing improvements along the corridors.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	400,000	-	-	-	-	-	400,000
Construction	-	1,816,000	-	-	-	-	-	1,816,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 2,216,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,216,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
M2 Grant Funds	\$ -	\$ 1,773,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,773,000
Traffic Impact Fee Fund	-	243,000	-	-	-	-	-	243,000
AQMD Fund	-	200,000	-	-	-	-	-	200,000
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 2,216,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,216,000

Project Account (Account-Fund-Org-Program-Project):

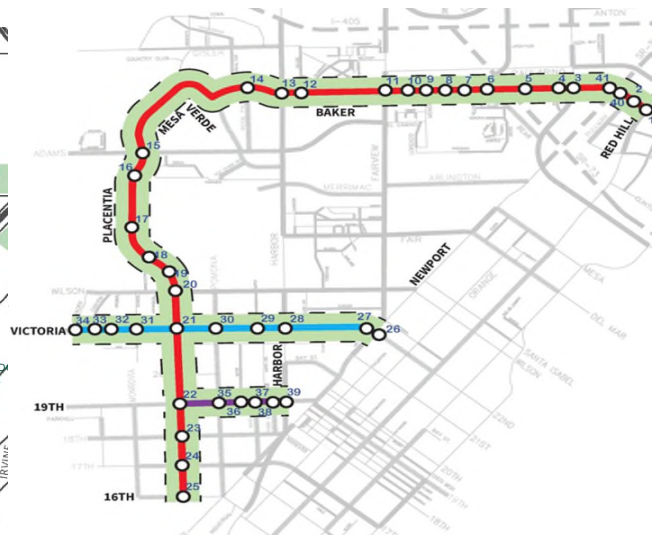
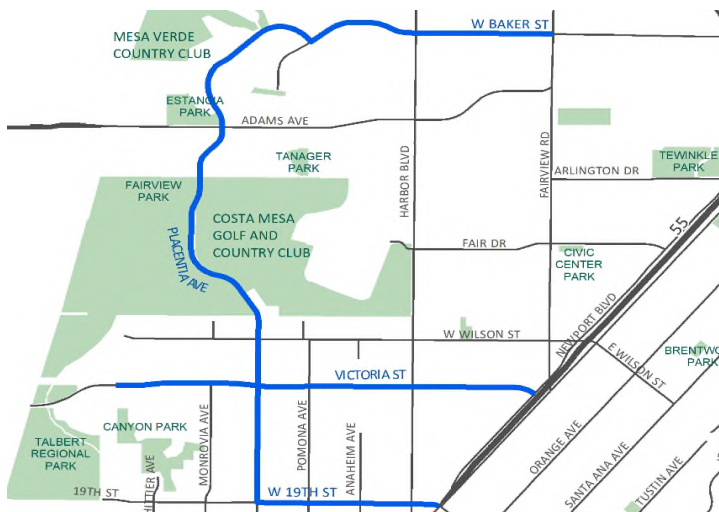
500000-415-19300-30241-XXXXXX
500000-214-19300-30241-XXXXXX
500000-203-19300-30241-XXXXXX

Operating Impacts: \$ -

Total Estimated Project Cost: \$ 2,216,000

Location: Baker, Placentia, 19th, Victoria Street

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Bicycle and Pedestrian Infrastructure Improvements

Type: Transportation
Department: Public Services
Category: 4- Master Plan, General Plan

Item No. 38
CIP Project No.
District No. All

Project Description: Citywide bicycle and pedestrian infrastructure improvements to implement the Active Transportation Plan and the Pedestrian Master Plan under development.

Project Justification: Increase access and mobility and improve safety for bicyclists and pedestrians.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	150,000	-	-	-	-	-	150,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Traffic Impact Fee Fund	\$ -	\$ 100,000	-	\$ -	\$ -	\$ -	-	\$ 100,000
Measure M2 Fairshare Fund	-	50,000	-	-	-	-	-	50,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

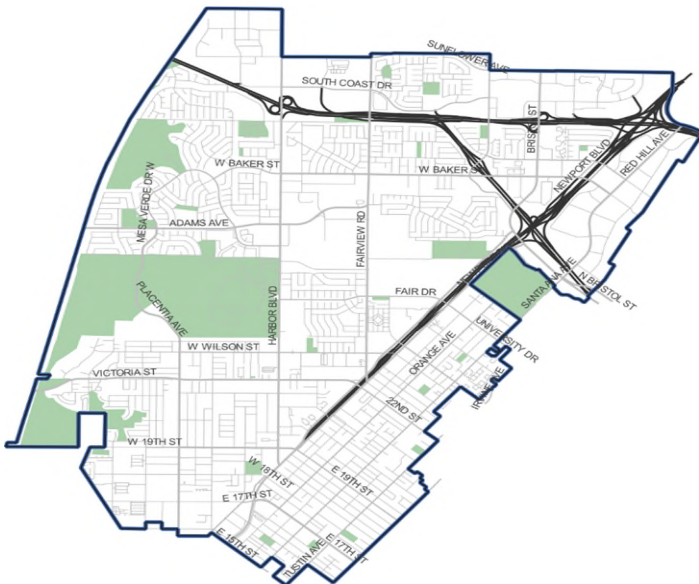
Project Account (Account-Fund-Org-Program-Project):

500000-214-19300-30225-XXXXXX
500000-416-19300-30225-XXXXXX

Total Estimated Project Cost: \$ 150,000

Operating Impacts: \$
Location: Citywide

Funds Expended to Date:



CAPITAL IMPROVEMENT PROGRAM

Citywide Bicycle Trail Wayfinding Signage

Type: Transportation
Department: Public Services
Category: 4- Master Plan, General Plan

Item No. 39
CIP Project No.
District No. ALL

Project Description: Comprehensive Citywide study to identify locations and design of directional signs for bicycle trail signage throughout the City. The project includes an implementation phase of the wayfinding sign program.

Project Justification: This project supports active transportation and bicycling/walking on the City's bicycle trails.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	20,000	-	-	-	-	-	20,000
Construction	-	55,000	50,000	-	-	-	-	105,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 75,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

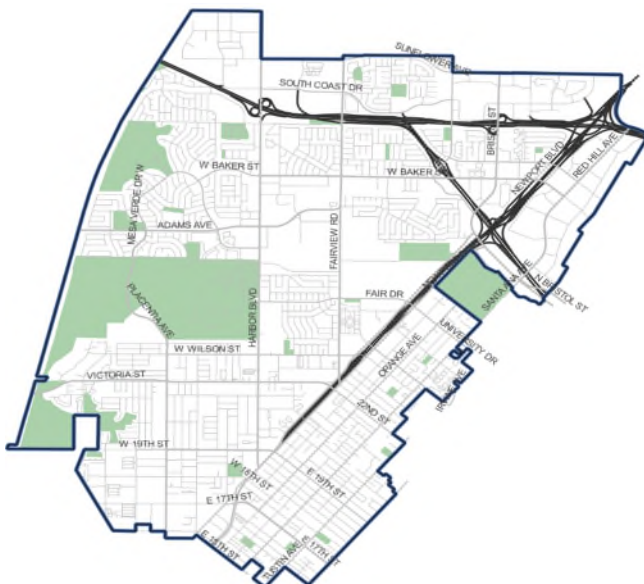
Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 75,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 75,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

Project Account (Account-Fund-Org-Program-Project):

500000-401-19300-30210-XXXXXX

Operating Impacts: \$
Location: Citywide

Total Estimated Project Cost: \$ 125,000
Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Citywide Class II, III and IV Bicycle Projects

Type: Transportation
 Department: Public Services
 Category: 4 - Master Plan, General Plan

Item No. 40
 CIP Project No. 450010
 District No. All

Project Description: This project includes implementation of new Class II, III and Class IV bicycle roadway projects throughout the City. Class II projects are on-street bicycle lanes that are typically implemented by restriping lanes and providing a separate lane for bicyclists. Class III bicycle projects is achieved by enhanced signing and markings on roadways. There are no separate bike lanes for Class III routes. The enhanced signing and markings are implemented to inform motorists of usage of the street as an active bicycle route. Class IV projects are cycle tracks that are located inside of the street right of way and typically separated from vehicles by a barrier such as delineator posts, curb, parked cars, or medians.

Project Justification: This project is in accordance with City's General Plan and the Active Transportation Plan. Class II, III and IV bicycle projects identified in the Active Transportation Plan will be implemented and improve mobility and safety for bicyclists.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

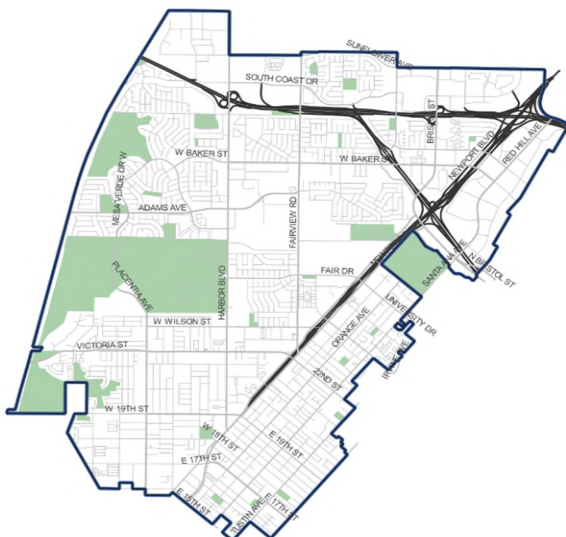
Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	20,000	20,000	20,000	10,000	10,000	10,000	90,000
Construction	-	180,000	180,000	180,000	90,000	90,000	90,000	810,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 900,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Traffic Impact Fee Fund	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 900,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 900,000

Project Account (Account-Fund-Org-Program-Project):

500000-214-19300-30225-450010

Operating Impacts: \$ - **Total Estimated Project Cost:** \$ 900,000
Location: Citywide **Funds Expended to Date:** \$ -



CAPITAL IMPROVEMENT PROGRAM

Citywide Neighborhood Traffic Improvements

Type: Transportation
 Department: Public Services
 Category: 1 - Risk to Health, Safety or Environment

Item No. 41
 CIP Project No. 300163
 District No. All

Project Description: This project includes ongoing citywide implementation of neighborhood traffic improvements including signs, approved speed humps, and minor landscape improvements to enhance the neighborhood character.

Project Justification: The project will enhance citywide neighborhood character and improve neighborhood traffic for all modes of transportation.

Project Status: Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	100,000	75,000	75,000	75,000	75,000	75,000	475,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 475,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 475,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 475,000

Project Account (Account-Fund-Org-Program-Project):

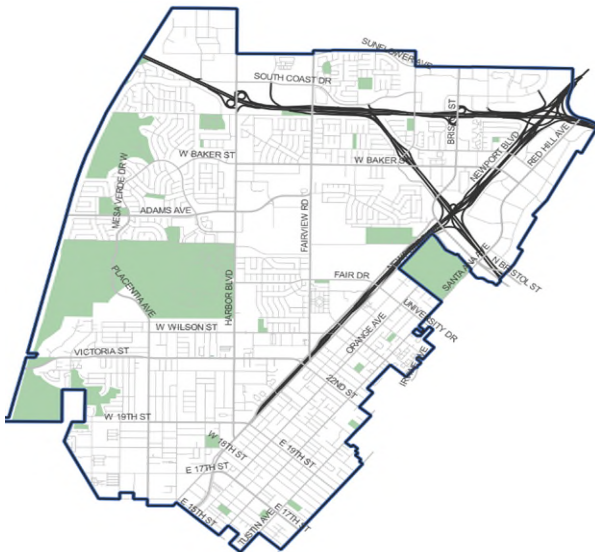
500000-401-19300-30241-300163

Operating Impacts: \$

Total Estimated Project Cost: \$ 475,000

Location: Citywide

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Mesa Del Mar Multi-Modal Access and Circulation Improvements

Type: Transportation
 Department: Public Services
 Category: 1 - Risk to Health, Safety or Environment

Item No. 42
 CIP Project No.
 District No. 3

Project Description: This project will study multi-modal access and circulation improvements in the Mesa Del Mar area which includes conceptual design, public outreach, and engineering design. The study will identify short and long term improvements for phased implementation.

Project Justification: The project will improve multi-modal access and circulation for all modes including pedestrians and bicyclists.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	300,000	-	-	-	-	-	300,000
Construction	-	-	500,000	250,000	-	-	-	750,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 300,000	\$ 500,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,050,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 200,000	500,000	250,000	\$ -	\$ -	\$ -	\$ 950,000
Traffic Impact Fee Fund	-	100,000	-	-	-	-	-	100,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 300,000	\$ 500,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,050,000

Project Account (Account-Fund-Org-Program-Project):

500000-214-19300-30210-XXXXXX

500000-401-19300-30210-XXXXXX

Operating Impacts: \$ -

Total Estimated Project Cost: \$ 1,050,000

Location: Mesa Del Mar

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Mesa Drive and Santa Ana Ave Bicycle Facility Improvements

Type: Transportation
 Department: Public Services
 Category: 1 - Risk to Health, Safety or Environment

Item No. 43
 CIP Project No.
 District No. 3 & 6

Project Description: The Mesa Drive and Santa Ana Avenue Bicycle Facility Improvement project will design an off-street Class I Bicycle Facility/ Multiuse path along the north side of Mesa Drive and a Class II or IV bicycle lane on the west side of Santa Ana Avenue adjacent to the golf course for bicycles.

Project Justification: Increase acces and mobility and improve safety for bicyclists and pedestrians.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	100,000	-	-	-	-	-	100,000
Construction	-	-	-	-	-	-	1,200,000	1,200,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,300,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Traffic Impact Fees	\$ -	\$ 100,000	-	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,300,000

Project Account (Account-Fund-Org-Program-Project):

500000-214-19300-30225-XXXXXX

Total Estimated Project Cost: \$ 1,300,000

Operating Impacts: \$ -

Funds Expended to Date:

Location: Mesa Drive & Santa Ana Ave adjacent to golf course



CAPITAL IMPROVEMENT PROGRAM

Randolph Avenue Parking and Pedestrian Improvements

Type: Transportation
 Department: Public Services
 Category: 4 - Master Plan, General Plan

Item No. 45
 CIP Project No.
 District No. 2

Project Description: This project will construct new signing, striping, and traffic calming improvements along Randolph Avenue and St. Clair Street. The project includes the construction of a roundabout at Randolph Avenue and St. Clair Street. The project includes speed cushions on Randolph Avenue and a mid-block raised crosswalk on Randolph Avenue.

Project Justification: This project will add additional on-street parking in the SOBECA area, slow vehicular speeds on Randolph Avenue, improve circulation, and improve pedestrian crossings and mobility on Randolph Avenue.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	375,000	-	-	-	-	-	375,000
Contingency	-	25,000	-	-	-	-	-	25,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

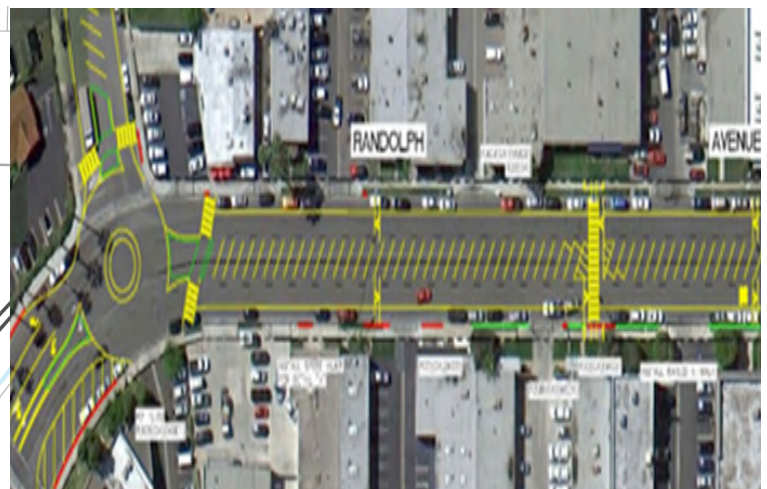
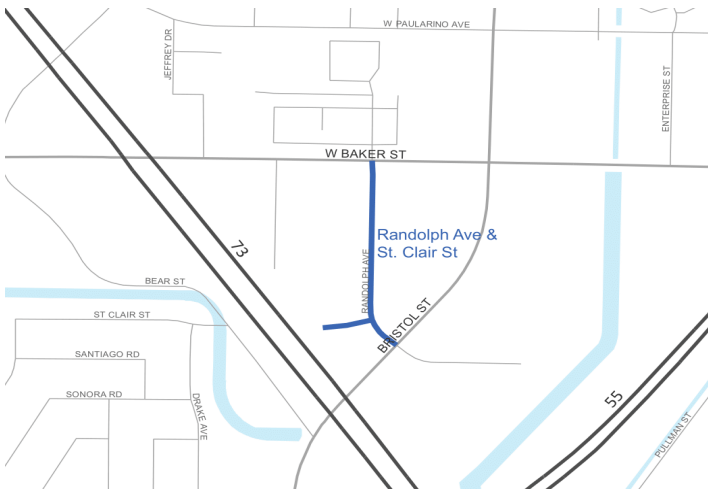
Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Capital Improvement Fund	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Traffic Impact Fees	-	150,000	-	-	-	-	-	150,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

Project Account (Account-Fund-Org-Program-Project):

500000-401-19300-30241-XXXXXX
 500000-214-19300-30241-XXXXXX

Operating Impacts: \$
Location: Randolph Avenue

Total Estimated Project Cost: \$ 400,000
Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

Mesa Verde Drive East / Peterson Place Class II Bicycle Facility

Type: Transportation
Department: Public Services
Category: 4 - Master Plan, General Plan

Item No. 44
CIP Project No.
District No. 1 & 3

Project Description: Mesa Verde Drive East/ Peterson Place Class II Bicycle Facility project on Mesa Verde Drive between Harbor Boulevard and Adams Avenue and continue on to Peterson Place east of Harbor Boulevard, includes the study to downgrade the existing street classification, traffic analysis, design concept development for lane reduction and class II bicycle lanes, public outreach, and final design.

Project Justification: Increase safety and bikeability of the city's streets.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	100,000	-	-	-	-	-	100,000
Construction	-	-	225,000	-	-	-	-	225,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 100,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Traffic Impact Fee	\$ -	\$ 100,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 100,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000

Project Account (Account-Fund-Org-Program-Project):

500000-214-19300-30225-XXXXXX

Total Estimated Project Cost: \$ 325,000

Operating Impacts: \$ -

Funds Expended to Date:

Location: Mesa Verde Drive East between Harbor Boulevard and Adams Avenue



CAPITAL IMPROVEMENT PROGRAM

West 18th Street and Wilson Street Crosswalks

Type: Transportation
Department: Public Services
Category: 4 - Master Plan, General Plan

Item No. 46
CIP Project No.
District No. 3 & 5

Project Description: The intent of the subject improvement project is to design and construct new controlled crosswalks on West 18th Street and Wilson Street to include high visibility pedestrian crossings and pedestrian hybrid beacons.

Project Justification: The project has been identified during pedestrian walk audits conducted for the development of a Pedestrian Master Plan. Project recommended for consideration by the Bikeway and Walkability Committee.

Project Status: New project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits			-	-	-	-	-	-
Construction	-	300,000	100,000	-	-	-	-	400,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 300,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Traffic Impact Fee Fund		\$ 300,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 300,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000

Project Account (Account-Fund-Org-Program-Project):

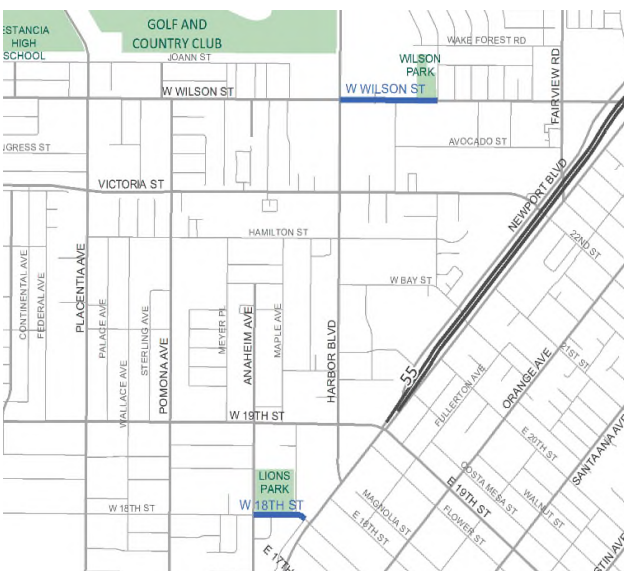
500000-214-19300-30241-XXXXXX

Operating Impacts: \$ 1,000

Total Estimated Project Cost: \$ 400,000

Location: West 18th Street and Wilson Street

Funds Expended to Date: \$ -



CAPITAL IMPROVEMENT PROGRAM

West 19th Street at Wallace Avenue Traffic Signal

Type: Transportation
Department: Public Services
Category: 4- Mater Plan, General Plan

Item No. 47
CIP Project No. 370059
District No. 4

Project Description: The intent of the subject improvement project is to construct a new traffic signal at the intersection of West 19th Street at Wallace Avenue.

Project Justification: Resident requests for pedestrian crossing at this location and high number of pedestrians on West 19th. Design funded in FY 20-21 and request is for construction funds.

Project Status: Existing project

Expenditure Breakdown	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	30,000		-	-	-	-	-	30,000
Construction	-	300,000		-	-	-	-	300,000
Contingency	-		-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 30,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,000

Funding Sources	2020-21 and Prior	Proposed 2021-22	2022-23	2023-24	2024-25	2025-26	Future	Total
Measure M2 Fairshare Fund	\$ 30,000			\$ -	\$ -	\$ -	\$ -	\$ 30,000
Capital Improvement Fund	-	300,000	-	-	-	-	-	300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 30,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,000

Project Account (Account-Fund-Org-Program-Project):

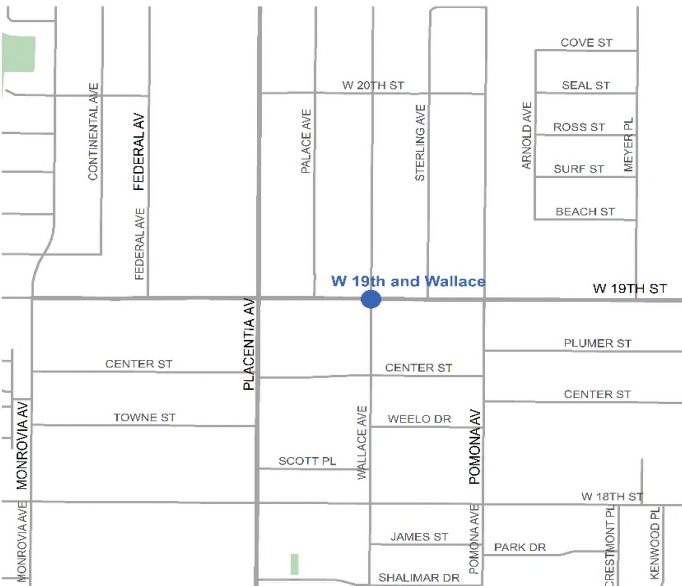
500000-401-19300-30241-370059

Operating Impacts: \$ 1,000

Total Estimated Project Cost: \$ 330,000

Location: West 19th St at Wallace Ave

Funds Expended to Date: \$ -





Category/Project Title**FY 2021-22****ENERGY AND SUSTAINABILITY**

City Hall - Solar Rooftop/ Canopy Project	\$ -
Citywide - Climate Action and Adaptation Plan (CAAP)	-
Citywide - Community Choice Energy Feasibility Study	150,000
Citywide - Community Choice Energy Implementation	-
Citywide - Costa Mesa Green Business Program	-
Citywide - Drought Resistant Landscape and Vegetation Replacement	-
Citywide - Energy Efficiency Projects	-
Corporation Yard - Solar Canopy and EV Charging Stations	-
Senior Center - Solar Canopy and EV Charging Stations	-
Various Facilities - Electric Vehicle Charging Stations	145,000
TOTAL ENERGY AND SUSTAINABILITY	\$ 295,000

FACILITIES

Balearic Center - ADA Upgrades (Exterior Restrooms)	\$ -
Balearic Center - Fire Protection Sprinklers	-
Balearic Center - Install New HVAC Unit	-
Building Modification Projects	392,306
City Hall - 1st Floor ADA Improvements	-
City Hall - 1st Floor Finance Security & Efficiency Reconfiguration	-
City Hall - 1st Floor Kitchen Improvements	-
City Hall - 1st Floor IT Department Reconfiguration	-
City Hall - 3rd Floor Repaint Walls and Carpet Replacement	-
City Hall - Cast Iron Drainage Repipe	75,000
City Hall - Curtain and Window Improvements (1 floor per year)	-
City Hall - Exterior Painting Improvements	150,000
City Hall - HVAC Retrofit	-
City Hall - Remodel Outdoor Patio Landing	-
City Hall - Training Room Design	40,000
Corp Yard-(Fleet) - Electric Security Gate	75,000
Corp Yard (Fleet) - Extent Bay #2 on North Side of Building for Fire Apparatus	-
Corp Yard (Fleet) - Fleet Shop Epoxy Floors	75,000
Corp Yard (Fleet) - Removal of UST/Install Above-Ground Tanks	-
Corp Yard Old - Facility Perimeter Concrete Improvements	-
Costa Mesa Tennis Center Improvements	-
Downtown Aquatic Center - Pool Replaster	275,000
Fire Station 1 - Dehumidifier Installation	250,000
Fire Station 2 - Reconstruction	750,000
Fire Station 3 - Groundwater/ Soil Assessment	-
Fire Station 3 - Remove UST/Install Above-Ground Tank	-
Fire Station 3 - Repairs	100,000
Fire Station 4 - Living Quarters Remodel	-
Fire Station 4 - Training Ground Improvements	-
Fire Station 6 - Remove UST/Install Above-Ground Tank	-

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Five-Year Capital Improvement Program From Fiscal Year 2021-2022 Through Fiscal Year 2025-2026

FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 400,000
150,000	-	-	-	-	150,000
-	-	-	-	-	150,000
175,000	-	-	-	-	175,000
50,000	50,000	50,000	50,000	200,000	400,000
200,000	200,000	200,000	200,000	600,000	1,400,000
100,000	100,000	100,000	100,000	300,000	700,000
150,000	150,000	-	-	-	300,000
100,000	100,000	-	-	-	200,000
-	150,000	-	150,000	300,000	745,000
\$ 1,125,000	\$ 950,000	\$ 350,000	\$ 500,000	\$ 1,400,000	\$ 4,620,000
\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
-	-	-	-	160,000	160,000
-	-	-	-	350,000	350,000
400,000	400,000	400,000	400,000	400,000	2,392,306
500,000	-	-	-	-	500,000
550,000	-	-	-	-	550,000
60,000	-	-	-	-	60,000
400,000	-	-	-	-	400,000
126,500	-	-	-	-	126,500
-	-	-	-	-	75,000
-	-	-	-	550,000	550,000
150,000	-	-	-	-	300,000
-	-	-	-	1,200,000	1,200,000
-	-	-	-	225,000	225,000
400,000	-	-	-	-	440,000
25,000	-	-	-	-	100,000
-	-	25,000	-	250,000	275,000
-	-	-	-	-	75,000
-	-	-	-	1,000,000	1,000,000
-	-	-	-	75,000	75,000
200,000	-	-	-	-	200,000
-	-	-	-	-	275,000
-	-	-	-	-	250,000
4,000,000	4,000,000	-	-	-	8,750,000
30,000	30,000	-	-	-	60,000
250,000	-	-	-	-	250,000
-	-	-	-	-	100,000
-	500,000	2,750,000	2,750,000	-	6,000,000
-	-	-	-	2,100,000	2,100,000
-	-	-	-	250,000	250,000

Category/Project Title	FY 2021-22
FACILITIES (continued)	
Fire Station 6 - Repair Failing Perimeter Walls	\$ -
Fire Stations - Minor Projects at Various Stations	100,000
Mesa Verde Library - ADA Compliance Improvements	-
Mesa Verde Library - Roof Replacement	-
Police Department - Carpet Replacement	55,000
Police Department - Communications Floor Finishes & Carpet Replacement	-
Police Department - Emergency Operations Center & Property Evidence Facility	-
Police Department - Emergency Operations Center Equipment Update	-
Police Department - Locker Rooms HVAC Improvements	-
Police Department - Range Remodel/ Update	1,500,000
Police Department - Shop Expansion for Mobile Command Vehicle	-
Police Department - Underground Storage Tank (UST) Removal	125,000
Police Substation - Upgrades	-
Senior Center - Painting and Power Wash	-
Various Facilities - HVAC Replacement Program	530,000
TOTAL FACILITIES	\$ 4,492,306
PARKS	
Bark Park Renovation	\$ -
Brentwood Park - Improvements	-
Canyon Park - Inventory, Management and Restoration Plans	-
Costa Mesa Skate Park Expansion	100,000
Davis School Field & Lighting - Design & Construction	-
Del Mar Community Gardens - Plot Addition	-
Del Mesa Park - Replace Existing Playground Equipment	-
Del Mesa Park - Replace Walkway Lights	-
Entryway Monument - Industrial Way and Newport Blvd.	-
Fairview Developmental Center Sports Complex	-
Fairview Park - Bluff Stairs (South)Bluff Stairs at South Fairview Park	-
Fairview Park - CA-ORA-58 Fill Removal, Cap & Restore Native Habitat	-
Fairview Park - Educational Hubs and Signage	-
Fairview Park - Fence along Placentia Ave	-
Fairview Park - Fencing, Signage, and Trail Restoration	-
Fairview Park - Master Plan Implementation	-
Fairview Park - West Bluff Restoration	-
Gisler Community Garden	-
Golf Course Pocket Park	-
Heller Park - 2 New Lighted Basketball Courts	-
Heller Park - Replace Existing Restroom	-
Jack Hammett Sport Complex Expansion	1,013,000
Kaiser Lighting and Turf	-
Ketchum-Libolt Park Expansion	247,520
Lindbergh Park - 1 New Half Court Basketball Court	-

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2021-22 Budget.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Five-Year Capital Improvement Program From Fiscal Year 2021-2022 Through Fiscal Year 2025-2026

FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
100,000	100,000	100,000	100,000	-	500,000
-	-	-	-	550,000	550,000
250,000	-	-	-	-	250,000
-	-	-	-	-	55,000
-	-	100,000	-	-	100,000
-	450,000	1,000,000	-	2,000,000	3,450,000
300,000	-	-	-	-	300,000
220,000	-	-	-	-	220,000
-	-	-	-	-	1,500,000
250,000	-	-	-	-	250,000
-	-	-	-	-	125,000
-	-	-	-	2,000,000	2,000,000
-	-	-	-	100,000	100,000
150,000	150,000	150,000	150,000	1,000,000	2,130,000
\$ 8,461,500	\$ 5,630,000	\$ 4,525,000	\$ 3,400,000	\$ 12,360,000	\$ 38,868,806

\$ -	\$ -	\$ 470,000	\$ -	\$ -	\$ 470,000
250,000	1,500,000	1,250,000	-	-	3,000,000
150,000	150,000	-	-	-	300,000
1,500,000	-	-	-	-	1,600,000
-	-	-	-	4,500,000	4,500,000
-	-	-	-	112,800	112,800
-	-	-	-	150,000	150,000
-	-	-	-	45,000	45,000
-	-	-	-	200,000	200,000
-	-	-	-	6,000,000	6,000,000
-	350,000	-	-	-	350,000
-	-	-	-	7,000,000	7,000,000
71,500	473,000	-	-	-	544,500
-	-	-	-	380,000	380,000
75,000	75,000	25,000	25,000	-	200,000
-	-	-	-	20,000,000	20,000,000
250,000	750,000	750,000	750,000	750,000	3,250,000
-	-	-	-	215,000	215,000
-	-	-	-	135,000	135,000
-	-	-	-	275,000	275,000
-	-	-	-	600,000	600,000
-	-	-	-	-	1,013,000
-	-	-	-	8,600,000	8,600,000
902,480	-	-	-	-	1,150,000
-	-	-	-	75,000	75,000

Category/Project Title	FY 2021-22
PARKS (continued)	
Lindbergh Park - Expand Park	\$ -
Lions Park - Café	-
Lions Park - Open Space Improvements	-
Marina View Park - Replace Existing Playground Equipment	-
Mesa del Mar Neighborhood Entryway	-
Moon Park - Replace Existing Playground Equipment (2 areas)	-
Parks, Recreation and Open Space Master Plan Update	75,000
Park Sidewalk / Accessibility Program	40,000
Park Security Lighting Replacement Program	-
Parsons - Lighting and Turf	-
Shalimar Park - Improvements	-
Shiffer Park - Replace Existing Playground Equipment (2 Areas)	-
Shiffer Park - Shelter and Restroom Improvements	-
Smallwood Park - Improvements	-
Tanager Park - Replace Existing Playground Equipment	231,000
TeWinkle Athletic Complex - Batting Cage Structure	-
TeWinkle Park - Drainage Swale - North Boundary	-
TeWinkle Park - Lakes Repairs & Upgrades	50,000
TeWinkle Park - Landscape Buffer North Boundary	-
TeWinkle Park - Landscape Median Improvements	-
TeWinkle Park - New Restroom - Lake Area	-
TeWinkle Park - New Tot Lot East of Junipero Dr.	-
TeWinkle Park - Security Lighting Project	-
Various Parks - Parking Lot Rehabilitation	-
Various Parks - Replace Playground Surfacing	-
Vista Park - Picnic Shelter	-
Wakeham Park - Playground and Planter Improvements	-
Westside Park Development	250,000
Westside Skate Park	-
Wilson Park - Replace Existing Restroom w/Pre-Fabricated	-
SUBTOTAL PARKS	\$ 2,006,520
PARKWAY AND MEDIANS	
Arlington Dr. at Newport Blvd. - Streetscape Improvements	\$ -
Arlington Drive - Bark Park Parking Lot Landscape Improvements	-
Fairview Road - Median Landscape Rehabilitation	-
Gisler Avenue - Bike Trail Landscape	-
Gisler Ave Landscape Improvements	-
New Sidewalk / Missing Link Program	100,000
Newport Boulevard Landscape Improvements - 19th St. to Bristol St.	-
Newport Boulevard Landscape Improvements - S/O 17th Street	-
Parkway & Medians Improvement Program	500,000

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2021-22 Budget.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Five-Year Capital Improvement Program From Fiscal Year 2021-2022 Through Fiscal Year 2025-2026

FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000
-	-	-	-	900,000	900,000
50,000	300,000	300,000	-	-	650,000
-	-	150,000	-	-	150,000
-	-	-	-	200,000	200,000
-	-	-	-	175,000	175,000
-	-	-	-	-	75,000
100,000	100,000	100,000	100,000	100,000	540,000
-	-	-	-	925,000	925,000
-	-	-	-	5,500,000	5,500,000
500,000	500,000	-	-	-	1,000,000
-	-	175,000	-	-	175,000
75,000	-	-	-	675,000	750,000
-	-	-	-	1,500,000	1,500,000
-	-	-	-	-	231,000
-	-	-	-	102,000	102,000
-	-	-	-	400,000	400,000
1,000,000	-	-	-	-	1,050,000
-	-	-	-	300,000	300,000
-	-	-	-	275,000	275,000
-	-	-	-	650,000	650,000
-	-	-	-	500,000	500,000
-	-	-	-	275,000	275,000
50,000	100,000	100,000	100,000	100,000	450,000
50,000	-	50,000	-	50,000	150,000
-	-	-	-	165,000	165,000
-	-	-	-	190,000	190,000
3,000,000	3,350,000	2,350,000	2,000,000	2,000,000	12,950,000
100,000	500,000	-	-	-	600,000
-	-	-	-	200,000	200,000
\$ 8,123,980	\$ 8,148,000	\$ 5,720,000	\$ 2,975,000	\$ 65,519,800	\$ 92,493,300

\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000
-	-	-	-	150,000	150,000
10,000	100,000	-	-	-	110,000
-	-	-	-	165,000	165,000
350,000	-	-	-	-	350,000
100,000	100,000	100,000	100,000	100,000	600,000
-	-	-	-	1,100,000	1,100,000
25,000	250,000	-	-	-	275,000
450,000	450,000	450,000	450,000	450,000	2,750,000

Category/Project Title	FY 2021-22
PARKWAY AND MEDIANS (continued)	
Priority Sidewalk Repair	\$ 50,000
Tree Planting Program	-
Victoria Street - Parkway Landscape Rehabilitation	-
Westside Restoration Project	350,000
<i>SUBTOTAL PARKWAY AND MEDIANS</i>	\$ 1,000,000
STREETS	
Adams Ave - Harbor Blvd. to Santa Ana River	\$ -
Adams Ave Improvements- RMRA	2,278,862
Brentwood Ave. - Storm Drain System	-
Cherry Lake Storm Drain System - Phase I, II & III	-
Cherry Lake Storm Drain System - Phase IV & V	-
Citywide Alley Improvements	500,000
Citywide Catch Basin Insert and Water Quality Improvement Project	25,000
Citywide Storm Drain Improvements	-
Citywide Street Improvements	8,320,359
Newport Blvd Improvements -S/B from Mesa Dr. to Victoria St	57,315
Placentia Ave. Stormwater Quality Trash Full-Capture System	-
Westside Storm Drain Improvements	550,000
Wilson Street Improvements	800,000
<i>SUBTOTAL STREETS</i>	\$ 12,531,536
TRANSPORTATION	
Adams Avenue Bicycle Facility- Fairview Rd. to Harbor Blvd.	\$ -
Baker - Coolidge Ave Traffic Signal Modifications	-
Baker /Placentia/ Victorica / West 19th Traffic Signal Synchronization	2,216,000
Bear Street Bicycle Facility Study	-
Bicycle & Pedestrian Infrastructure Improvements	150,000
Bicycle Safety Education - Sixteen Schools	-
Bristol St. / Baker St. - Intersection Improvement (Add EBT, WBT)	-
Bristol St. / I-405 NB - Ramps (Add WBR)	-
Bristol St. / Paularino Ave. (Add 2nd WBL)	-
Bristol St. / Sunflower Ave. - Intersection Improvement (Add 3rd NBL)	-
Bristol Street (Bear St. to Santa Ana Av.) - Bicycle Facility	-
Citywide Bicycle Rack Improvements	-
Citywide Class II, III and IV Bicycle Projects	200,000
Citywide Neighborhood Traffic Improvements	100,000
Citywide Traffic Signal Improvements	-
Citywide Wayfinding Signage Program (Street and Bikeway)	75,000
Costa Mesa ITS Improvements (Communications, Central Sys. CCTV)	-

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2021-22 Budget.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Five-Year Capital Improvement Program From Fiscal Year 2021-2022 Through Fiscal Year 2025-2026

FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
50,000	50,000	50,000	50,000	50,000	250,000
-	-	-	-	600,000	600,000
250,000	250,000	250,000	250,000	250,000	1,600,000
\$ 1,285,000	\$ 1,250,000	\$ 900,000	\$ 900,000	\$ 3,095,000	\$ 8,430,000
\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 4,000,000
-	-	-	-	-	2,278,862
-	-	-	-	793,040	793,040
-	-	-	-	2,721,600	2,721,600
-	-	-	-	2,009,360	2,009,360
500,000	500,000	500,000	-	-	2,000,000
30,000	30,000	30,000	30,000	120,000	265,000
-	-	-	-	15,000,000	15,000,000
5,500,000	5,500,000	5,500,000	6,000,000	6,500,000	37,320,359
-	-	-	-	-	57,315
350,000	-	-	-	-	350,000
1,550,000	1,550,000	1,550,000	1,550,000	1,550,000	\$ 8,300,000
-	-	-	-	-	\$ 800,000
\$ 9,930,000	\$ 9,580,000	\$ 7,580,000	\$ 7,580,000	\$ 28,694,000	\$ 75,895,536
	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
40,000	-	-	-	-	40,000
-	-	-	-	-	2,216,000
100,000	-	-	-	-	100,000
-	-	-	-	-	150,000
60,000	-	60,000	-	60,000	180,000
-	-	-	-	962,500	962,500
-	-	-	-	90,000	90,000
-	-	-	-	300,210	300,210
-	-	-	-	1,130,000	1,130,000
75,000	450,000	-	-	-	525,000
50,000	50,000	50,000	50,000	50,000	250,000
200,000	200,000	100,000	100,000	100,000	900,000
75,000	75,000	75,000	75,000	75,000	475,000
250,000	250,000	250,000	250,000	250,000	1,250,000
50,000	-	-	-	-	125,000
250,000	250,000	250,000	250,000	250,000	1,250,000

Category/Project Title	FY 2021-22
TRANSPORTATION (continued)	
E. 17th St. / Irvine Ave. - Intersection Improvement (Add SBR, EBR)	\$ -
Eastside Traffic Calming (Cabrillo St., 18th St., 22nd St.)	-
Fairview Channel Trail - Placentia Ave. (n of park) to Placentia Ave. (s of park)	-
Fairview Rd./ Wilson St. - Improvements (Add EBT, WBT)	-
Fairview Road - Arlington Dr. Traffic Signal Modification	-
Fairview Road - Merrimac Way Traffic Signal Modification	-
Fairview Road (Fair Dr. to Newport Blvd.) - Bicycle Facility	-
Greenville-Banning Channel Pt. 1 (Sunflower Ave to South Coast Drive)	-
Greenville-Banning Channel Pt. 2 (Santa Ana River Trail to South Coast Dr.)	-
Harbor Blvd. / Gisler Ave. - Intersection Improvements (Add SBR)	-
Harbor Blvd. / South Coast Dr. - Intersection Improvement (Add EBR)	-
Harbor Blvd. / Sunflower Ave. - Intersection Improvement (Add EBR, WBR)	-
Harbor Blvd./ Adams Ave. - Intersection Improvements (Add NBL, NBR)	-
Harbor Blvd./ MacArthur - Bus Turnout	-
Hyland Ave. / I-405 NB Ramp & South Coast Drive (Add 2nd WBT)	-
Mesa Del Mar Multi-Modal Access and Circulation Improvements	300,000
Mesa Drive and Santa Ana Ave Bicycle Facility Improvement	100,000
Mesa Verde Drive East/ Peterson Place Class II Bicycle Facility	100,000
Newport Blvd. Northbound at Del Mar (Add WBTR)	-
Newport Blvd. Northbound/22nd St. (Add WBTR, convert NBT to NBTR)	-
Newport Blvd. Southbound at Fair Dr. (Add 2nd SBR)	-
Newport Blvd./17th St. (Add NBR)	-
Newport Boulevard Southbound (Bristol Street to Arlington Drive)	-
Newport Boulevard Improvements - From 19th St. to 17th St.	-
Orange Coast College Alley	-
Paularino Channel - Multipurpose Trail	-
Placentia Av./19th St. (Add SBR)	-
Placentia Av./20th St. HAWK Signal	-
Randolph Avenue Parking and Pedestrian Improvements	400,000
Signal System Upgrade - Paularino, Fair, Wilson, Anton	-
SR-55 Frwy. N/B / Baker St. - Intersection Improvement (Add NBL, EBL)	-
SR-55 Frwy. N/B / Paularino Ave. - Intersection Improvement (Add WBR)	-
SR-55 Frwy. S/B / Baker St. - Intersection Improvement (Add SBR)	-
SR-55 Frwy. S/B / Paularino Ave. - Intersection Improvement (Add SBR)	-
Superior Av./17th St. (Convert WBT to WBTL, NBR)	-
Vanguard Way/Santa Isabel Ave. (Fair Dr. to Irvine Av.) - Bicycle Facility	-
West 17th St. Widening - (Newport Boulevard to Placentia Avenue)	-
West 18th St. and Wilson Crosswalks	300,000
West 19th St. at Wallance Avenue Traffic Signal	300,000
Wilson Street (Fairview Rd. to Santa Ana Av.) - Bicycle Facility	-
Wilson Street Widening - from College Ave. to Fairview Rd.	-
SUBTOTAL TRANSPORTATION	\$ 4,241,000
Total Five-Year Capital Improvement Projects	\$ 24,566,362

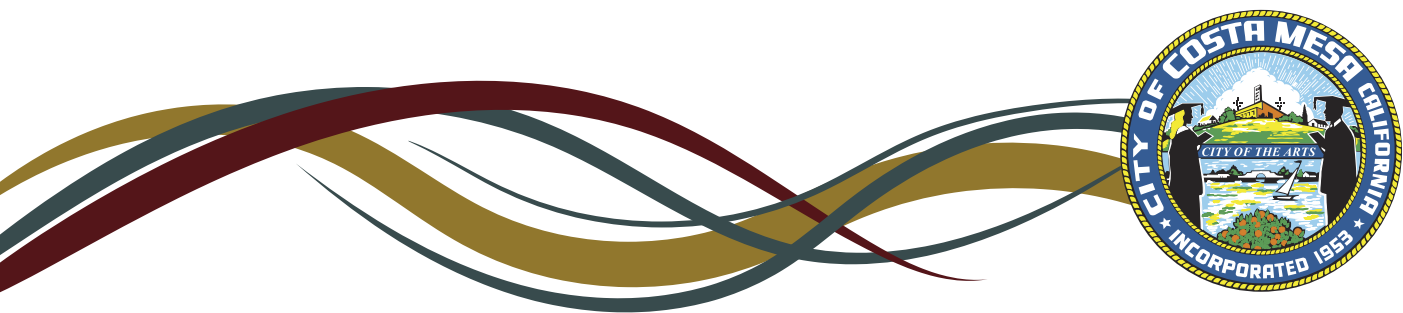
Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2021-22 Budget.

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Five-Year Capital Improvement Program From Fiscal Year 2021-2022 Through Fiscal Year 2025-2026

FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
\$ -	\$ -	\$ 100,000	\$ -	\$ 700,000	\$ 800,000
-	-	-	-	2,200,000	2,200,000
-	-	100,000	-	980,000	1,080,000
-	-	-	-	1,525,000	1,525,000
100,000	-	-	-	-	100,000
150,000	-	-	-	-	150,000
-	60,000	480,000	-	-	540,000
-	-	-	-	870,000	870,000
-	-	-	-	3,280,000	3,280,000
-	-	-	-	4,895,000	4,895,000
-	-	-	-	2,167,200	2,167,200
-	-	-	-	920,000	920,000
-	-	-	-	6,000,000	6,000,000
-	-	-	-	396,000	396,000
-	-	50,000	-	813,000	863,000
500,000	250,000	-	-	-	1,050,000
-	-	-	-	1,200,000	1,300,000
225,000	-	-	-	-	325,000
-	-	-	-	132,000	132,000
-	-	-	-	15,000	15,000
-	-	68,750	-	695,750	764,500
-	50,000	400,000	-	-	450,000
-	-	75,000	-	370,000	445,000
400,000	600,000	4,150,000	4,150,000	-	9,300,000
-	-	-	-	760,000	760,000
500,000	2,000,000	2,000,000	-	-	4,500,000
-	-	-	-	386,000	386,000
175,000	-	-	-	-	175,000
-	-	-	-	-	400,000
300,000	300,000	300,000	-	-	900,000
-	-	-	-	1,370,000	1,370,000
-	-	-	-	642,750	642,750
-	-	-	-	625,350	625,350
-	-	-	-	413,730	413,730
-	-	100,000	-	563,000	663,000
-	-	60,000	-	-	60,000
-	-	40,000	-	1,200,000	1,240,000
100,000	-	-	-	-	400,000
-	-	-	-	-	300,000
-	-	-	-	200,000	200,000
-	-	-	-	20,000,000	20,000,000
\$ 3,600,000	\$ 6,035,000	\$ 8,708,750	\$ 4,875,000	\$ 56,587,490	\$ 84,047,240
\$ 32,525,480	\$ 31,593,000	\$ 27,783,750	\$ 20,230,000	\$ 167,656,290	\$ 304,354,882





Located on the "coastal tableland" above Newport Bay, Costa Mesa was once grazing grounds for cattle belonging to the Mission San Juan Capistrano. At the beginning of the 19th Century, missionaries built an adobe way station or "estancia" for the vaqueros who tended the herds. This structure still stands at 1900 Adams Avenue and was recently restored and transformed by the City into a museum. In 1810, this same area was a part of the Spanish land grant of Santiago del Santa Ana made to Jose Antonio Yorba. By 1880, settlers had begun buying portions of the rancho from Yorba's heirs and in the same decade established the town of Fairview. A school house and church were built near the present intersection of Harbor and Adams, and a 25-room hotel accommodated visitors to the nearby hot sulfur springs. But in early 1889, a storm washed out the railroad and brought financial disaster to the community which soon reverted to a farming country.

By this time, the little town of Harper, named after a nearby rancher, had emerged on a siding of the Santa Ana and Newport Railroad. Its first business, Ozment's General Store, stood on the corner of Newport and 18th Streets and contained the City's first post office, established in 1909. On May 11, 1920, Harper officially changed its name to Costa Mesa, which means "coastal tableland" in Spanish, and continued as an agricultural community, growing sweet potatoes, corn, tomatoes, strawberries, and apples.

Building and oil drilling industries were just beginning to bring new growth to the City when the depression hit Southern California. Industries collapsed and the local bank closed. More disaster followed when the 1933 earthquake shook the town, damaging businesses and the Main School. Soon after, the school was rebuilt and continued to operate as the Clara McNally School. These buildings are now used for school administrative and service purposes.

World War II brought many thousands of people to the area for training at the Santa Ana Army Air Base, located on what is now the Orange County Fairgrounds, Orange Coast College, and the present site of the Civic Center. When the war ended, many of these men returned with their families to begin a population boom in the City.

On June 29, 1953, the City was incorporated and a City Council-Manager form of government was chosen. The new City had an area of 3.5 square miles and a population of 16,840. The City has an area of 16.8 square miles and the population has risen to 114,778, as of July 1, 2019.

Today, Costa Mesa is a major commercial and industrial center of Orange County. The City, which formally adopted the slogan "The City of the Arts" in late 1984, is home to the Orange County Performing Arts Center and the Tony Award-winning South Coast Repertory Theatre. The Center includes a 3,000-seat facility, which was completed in 1985. And in September 2006, the 2,000-seat Henry and Renee Segerstrom Concert Hall and 500-seat Samueli Theatre opened with great success. The Concert Hall is the new home to the Orange County's Pacific Symphony and Pacific Chorale.

Costa Mesa also offers world-class shopping and dining experiences in and around South Coast Plaza. Home to large corner stores like Nordstrom's, Macy's, Saks Fifth Avenue, and Bloomingdale's. South Coast Plaza also offers smaller specialized stores like Tiffany & Co., Ralph Lauren, Williams-Sonoma, and Coach. The South Coast Plaza area also offers a variety of fine dining that includes Maggiano's Little Italy, Vaca, Anqi, The Capital Grille, and Water Grill.

This history has made and continues to make the City of Costa Mesa a destination for all experiences.



GENERAL	
Date of Incorporation	June 29, 1953
Form of Government	Council-Manager
Classification	General Law
Area (in square miles)	16.8
Population	114,778
Acres Zoned for Industry	1,026
Acres of Open Space	1,039
Post Offices	2
Number of Full-Time Employees	530
FIRE PROTECTION	
Number of Fire Stations	6
Number of Sworn Fire Fighters	84
Fire Insurance Rating	Class 2
POLICE PROTECTION	
Number of Sworn Police Officers	138
STREETS, PARKS and SANITATION	
Miles of Streets (in lane miles)	522
Miles of Alleys	15
Trees, Street	25,000
Park Sites	30
Skate Park	1
18-hole Public Golf Courses	2
Miles of Storm Drains	45.5
Miles of Sewers	325.7
Sanitation Pumping Stations Education Facilities	20
EDUCATION FACILITIES	
Elementary Schools	10
Junior High Schools	2
High Schools	2
2-year Community College	1
Private Colleges	19
Public Libraries	2

ACCRUAL BASIS OF ACCOUNTING: Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

ADOPTED BUDGET: The official budget as approved by the City Council at the start of each fiscal year.

AD VALOREM TAX: (which means “according to its value”) A state or local government tax based on the value of real property as determined by the county tax assessor.

AGENCY FUND: Used to account for assets held by the City in a fiduciary capacity for individuals, government entities, and others. Such funds are operated by carrying out the specifications of trust indentures, statutes, ordinances, or other governing regulations.

AMENDED BUDGET: The adopted budget as amended by the City Council through the course of a fiscal year.

APPROPRIATIONS: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

ARBITRAGE: The interest rate differential that exists when proceeds from a municipal bond – which is tax-free and carries a lower yield – are invested in taxable securities with a yield that is higher. The 1986 Tax Reform Act made this practice by municipalities illegal solely as a borrowing tactic, except under certain safe-harbor conditions.

ASSESSED VALUATION: A municipality’s property tax base stated in dollars based on real estate and/or other taxable business property for the purposes of taxation.

AUTHORITY OR AGENCY: A state or local unit of government created to perform a single activity or a limited group of functions and authorized by the state legislature to issue bonded debt.

AUTHORIZING ORDINANCE: A law that, when enacted, allows the unit of government to sell a specific bond issue or finance a specific project.

BOND: A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

BOND PREMIUM: The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the budget presented by the City Manager to the City Council.

CAPITAL BUDGET: A budget which focuses on capital projects to implement the Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM: A plan for capital improvements to be implemented each year over a number of years to meet capital needs arising from the assessment of long-term needs. It sets forth the estimated cost for each project and specifies the resources required to finance the projected expenditures.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

GLOSSARY OF BUDGET TERMS (CONTINUED)

CAPITAL PROJECTS FUNDS: Used to account for financial resources for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds.

CERTIFICATES OF PARTICIPATION (COPs): A form of lease revenue bond that permits the investor to participate in a stream of lease payments, installment payments or loan payments relating to the acquisition or construction of specific equipment, land, or facilities. COPs have become a popular financing device in California since the passage of Proposition 13. COPs are not viewed legally as “debt” because payment is tied to an annual appropriation by the government body. As a result, COPs are seen by investors as providing weaker security and often carry ratings that are a notch or two below an agency’s general obligation rating.

COMMUNITY FACILITIES DISTRICT 91-1: Established to account for a special tax received under the Mello-Roos Community Facilities Act of 1982. Bonds were issued to provide for improvements within the district and the special tax revenue is restricted for payment of principal and interest to the bondholder.

CONTRACTED SERVICES: Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

COUPON RATE: The specified annual interest rate payable to the bond or note holder as printed on the bond. This term is still used even though there are no coupon bonds anymore.

DEBT LIMIT: The maximum statutory or constitutional amount of debt that the general obligation bond issuer can either issue or have outstanding at any time.

DEBT SERVICE FUNDS: Account for the accumulation of resources set aside to meet current and future debt service requirements (payments) on general long-term debt.

DELINQUENT TAXES: Property Taxes that have been levied but remain unpaid on and after the due date. In California, the due dates are December 10 and April 10. Special taxes and assessments are often due on these dates as well.

DEPARTMENT: A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

DISCOUNT: The amount by which market value of a bond is less than par value or face value.

DIVISION: An organizational subgroup of a department.

ENCUMBRANCE: The commitment of appropriated funds to purchase goods, which have not yet been received, or services that has yet to be rendered.

EXPENDITURES: Decreases in net position. An Expense represents the consumption of a cost during a period regardless of the timing or related payment.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FEASIBILITY STUDY: A financial study provided by the issuer of a revenue bond that estimates service needs, construction schedules, and most importantly, future project revenues and expenses used to determine the financial feasibility and creditworthiness of the project to be financed.

FISCAL AGENT: Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which an entity determines its financial position, the results of its operations, and adopts a budget for the coming year. The City of Costa Mesa's fiscal year is from July 1 to June 30.

GLOSSARY OF BUDGET TERMS (CONTINUED)

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which an entity determines its financial position, the results of its operations, and adopts a budget for the coming year. The City of Costa Mesa's fiscal year is from July 1 to June 30.

FIXED ASSETS: Equipment costing \$5,000 or more per unit, including tax and shipping, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvements, etc.

FULL FAITH AND CREDIT: The pledge of "the full faith and credit and taxing power without limitation as to rate or amount." A phrase used primarily in conjunction with General Obligation bonds to convey the pledge of utilizing all taxing powers and resources, if necessary, to pay the bond holders.

FULL-TIME EQUIVALENT (FTE): The conversion of part-time employee hours to an equivalent of a full-time position. For example: one person working 20 hours a week for a year would be 0.5 FTE.

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The equity (assets minus liabilities) of governmental fund and fiduciary fund types.

GENERAL OBLIGATION (GO) BOND: A bond secured by a pledge of the issuer's taxing powers (limited or unlimited). More commonly the general obligation bonds of local governments are paid from ad valorem property taxes and other general revenues. Considered the most secure of all municipal debt. Limited in California by Proposition 13 to debt authorized by a two-thirds vote in the case of local governments or a simple majority for State issuance.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

GOVERNMENTAL FUNDS: Typically are used to account for tax-supported (governmental) activities. These include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds.

HOMEOWNERS' SUBVENTION: Owner-occupied properties are eligible for an annual exemption of \$7,000 of the assessed value of the property. This State exemption is reimbursed to the City through this subvention.

INTERFUND TRANSFERS: Defined as "flows of assets" (such as goods or services) without equivalent flows of assets in return and without requirement for repayment.

INTERGOVERNMENTAL REVENUE: Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

INTERNAL SERVICE FUNDS: Account for the goods or services provided by one fund and/or department to another fund and/or department on a cost reimbursement basis.

INVESTMENT GRADE: A rating issued by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

ISSUER: A state or local unit of government that borrows money through the sale of bonds and/or notes.

GLOSSARY OF BUDGET TERMS (CONTINUED)

INVESTMENT GRADE: A rating issued by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

ISSUER: A state or local unit of government that borrows money through the sale of bonds and/or notes.

JOINT POWERS AUTHORITY (JPA): The formation of two or more public entities with common powers to consolidate their forces and resources to acquire assets and/or provide services to the public. Their bonding authority and taxing ability is the same as their powers as separate units.

LETTER OF CREDIT: A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

LIEN: A claim on revenues, assessments or taxes made for a specific issue of bonds.

MARKS-ROOS BOND: The State Legislature enacted the Marks-Roos (named after its legislative sponsors) Local Bond Pooling Act of 1985 to facilitate the financing of local government facilities by bond bank pools funded by bond proceeds. The pool, formed under a Joint Powers Authority, can buy any type of legally issued debt instrument within or without its geographic area. The idea was to save money through economies of scale by selling one large bond issue to finance several small projects.

MELLO-ROOS BOND: The Mello-Roos (named for its legislative sponsors) Community Facilities District Act of 1982 established another method where by almost every municipal subdivision of the state may form a special, separate district to finance a long list of public facilities by the sale of bonds and finance certain public services on a pay-as-you-go basis. These Community Facilities Districts are formed and bond issues authorized by a two-thirds vote of the property owners in the district. Typically, the only voters in a district are one or more real estate developers who own or have an option on all of the land in the district. Bonds are sold to finance facilities that can include school, parks, libraries, public utilities and other forms of infrastructure. The Districts may provide public services that include police and fire protection, recreation programs, area maintenance, library services, flood and storm drainage. Bonded debt service and/or the public services are paid for by special taxes levied on the real property within the district. As the developer subdivides and sells off the land the new property owner assumes the tax burden. (Tax delinquencies can lead to fines and penalties and ultimately foreclosure and sale. The ultimate security for Mello-Roos bonds is the value of the real property being taxed, consequently a provision in the law requires the appraised value of the land be three times the bonded debt.)

MODIFIED ACCRUAL BASIS: The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds are accounted for using the modified accrual basis of accounting.

NET BUDGET: The legally adopted budget less interfund transactions. Those amounts in the budget representing transfers and interfund reimbursements are subtracted from the legally adopted budget amount.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should specify a standard of performance for a given program or stated goal.

OBJECT CODE: The classification of expenditures in terms of what is bought and paid for grouped into categories.

OFFICIAL STATEMENT (OS): A document (prospectus) circulated for an issuer prior to a bond sale with salient facts regarding the proposed financing. There are two OS, the first known as the preliminary, or "red herring" – so named because some of the type on its cover is printed in red – and it is supposed to be available to the investor before the sale. The final OS must be sent to the purchaser before delivery of the bonds.

GLOSSARY OF BUDGET TERMS (CONTINUED)

OFFICIAL STATEMENT (OS): A document (prospectus) circulated for an issuer prior to a bond sale with salient facts regarding the proposed financing. There are two OS, the first known as the preliminary, or “red herring” – so named because some of the type on its cover is printed in red – and it is supposed to be available to the investor before the sale. The final OS must be sent to the purchaser before delivery of the bonds.

OPERATING BUDGET: A budget which focuses on everyday operating activities and programs. Usually includes personnel, maintenance and operations and capital equipment.

OVERLAPPING DEBT: The proportionate share of the general obligation bonds of local governments located wholly or in part within the limits of the reporting unit of government, that must be borne by property owners within the unit.

PAR VALUE: The face value or principal amount of a bond, usually \$5,000, due to the holder at maturity. It has no relation to the market value.

PERSONNEL EXPENSES: Compensation paid to or on behalf of City employees for salaries and wages, overtime and benefits.

PREMIUM: The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

PRINCIPAL: The face value of a bond, exclusive of interest.

PROFESSIONAL SERVICES: Includes the cost of outside professional and specialized services purchased by the City, such as consultants for special studies, outside attorneys, architectural and engineering, etc.

PROGRAM BUDGET: A budget organized by a grouping of related activities, projects and services which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

PROPERTY TAX: A tax levied on real estate and personal property. The basic rate in Orange County is 1% of assessed value, of which Costa Mesa receives approximately 15 cents for every dollar collected.

PROPERTY TRANSFER TAX: An assessment on real property transfers at the current rate of \$.55 per \$500 in market value, and is collected at the time of the transfer with the County receiving half the collected amount. Also known as the Documentary Transfer Tax.

PROPOSED BUDGET: The budget as formulated and proposed by the City Manager. It is submitted to the City Council for review and approval.

RATINGS: Various alphabetical and numerical designations used by institutional investors, underwriters, and commercial rating companies to indicate bond and note creditworthiness. Standard & Poor's and Fitch Investors Service Inc. use the same system, starting with their highest rating of AAA, AA, A, BBB, BB, B, CCC, CC, C, and D for default. Moody's Investors Services uses Aaa, Aa, A, Baa, Ba, B, Caa, Ca, C, and D. Each of the services use + or – or +1 to indicate half steps in between. The top four grades are considered Investment Grade Ratings.

REFUNDING BOND: The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of Proprietary Fund types. For budgeting purposes, the working capital definition of fund balance is used.

REVENUE: Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

REVENUE BOND: A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

GLOSSARY OF BUDGET TERMS (CONTINUED)

SELF-INSURANCE: The retention of liabilities, arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. The City currently provides self-insurance for workers' compensation, general liability and unemployment, and purchases outside insurance for excess coverage in these areas.

SPECIAL REVENUE FUNDS: Account for the revenue derived from specific taxes or other earmarked revenue sources (other than expendable trusts or for major capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

SUPPLEMENTAL ROLL PROPERTY TAXES: Assessed on property that changes ownership during the year and is based on the difference between the new and old assessed values.

TAX BASE: The total resource of the community that is legally available for taxation.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.

TRUSTEE: A bank designated as the custodian of funds and official representative of bondholders. Appointed to ensure compliance with trust indenture.

UNDERWRITER: A financial institution (investment or commercial bank), which purchases a new issue of municipal securities for resale; may acquire the bonds either by negotiated sale or based on competitive bidding.

USER CHARGES: Payments made by users or customers of publicly provided services that benefit specific individuals. These services exhibit "public good" characteristics. Examples of user charges are fees paid for recreational activities, building fees, police fees, etc.

<u>AV:</u> Audio/Video	<u>CNG:</u> Compressed Natural Gas
<u>AB:</u> Assembly Bill	<u>CO:</u> Carbon Monoxide
<u>ABLE:</u> AirBorne Law Enforcement	<u>COP:</u> Certificates of Participation
<u>AC:</u> Air Conditioning	<u>COPPS:</u> Community-Oriented Policing and Problem Solving
<u>ACT:</u> Activity Club for Teens	<u>COPS:</u> Citizen's Option for Public Safety
<u>ADA:</u> Americans with Disabilities Act	<u>CPI:</u> Consumer Price Index
<u>ADT:</u> Average Daily Traffic	<u>CPR:</u> Cardiopulmonary Resuscitation
<u>AHRP:</u> Arterial Highway Rehabilitation Program	<u>CSI:</u> Crime Scene Investigation
<u>ALS:</u> Advanced Life Support	<u>CSMFO:</u> California Society of Municipal Finance Officers
<u>APA:</u> American Planning Association	<u>CSS:</u> Community Services Specialist
<u>AQMD:</u> Air Quality Management District	<u>CUP:</u> Conditional Use Permit
<u>AVL:</u> Automatic Vehicle Location	<u>DARE:</u> Drug Awareness Resistance Education
<u>AYSO:</u> American Youth Soccer Organization	<u>DLT:</u> Digital Linear Tape
<u>BAN:</u> Bank Anticipation Note	<u>DOJ:</u> Department of Justice
<u>BCC:</u> Balearic Community Center	<u>DRC:</u> Downtown Recreation Center
<u>BIA:</u> Business Improvement Area	<u>DUI:</u> Driving under the Influence
<u>BLS:</u> Basic Life Support	<u>EAP:</u> Employee Assistance Program
<u>BMP:</u> Best Management Practices	<u>EDD:</u> Employment Development Department
<u>CAD:</u> Computer Automated Dispatch	<u>EIR:</u> Environmental Impact Report
<u>CAFR:</u> Comprehensive Annual Financial Report	<u>EMS:</u> Emergency Medical Service
<u>CAL OSHA:</u> California Occupational Safety and Health Administration	<u>EOC:</u> Emergency Operations Center
<u>CalPERS:</u> California Public Employees Retirement System	<u>ERAF:</u> Educational Revenue Augmentation Fund
<u>CalTrans:</u> California Department of Transportation	<u>ERF:</u> Equipment Replacement Fund
<u>CCTV:</u> Closed-circuit Television	<u>FEMA:</u> Federal Emergency Management Agency
<u>CD:</u> Community Design	<u>FHWA:</u> Federal Highway Administration
<u>CDBG:</u> Community Development Block Grant	<u>FTE:</u> Full-Time Equivalent
<u>CEO:</u> Chief Executive Officer	<u>FY:</u> Fiscal Year
<u>CEQA:</u> California Environmental Quality Act	<u>GAAP:</u> Generally Accepted Accounting Practices
<u>CERT:</u> Community Emergency Response Team	<u>GASB:</u> Governmental Accounting Standards Board
<u>CIP:</u> Capital Improvement Program	<u>GFOA:</u> Government Finance Officers' Association
<u>CIR:</u> Circulation Impact Report	<u>GIS:</u> Geographic Information System
<u>CMP:</u> Congestion Management Program	<u>GMA:</u> Growth Management Area
<u>CMRA:</u> Costa Mesa Redevelopment Agency	<u>GO:</u> General Obligation
<u>CMSD:</u> Costa Mesa Sanitary District	<u>HCD:</u> Housing and Community Development
<u>CMTV:</u> Costa Mesa's Municipal Access Channel	

ACRONYMS (CONTINUED)

HEPA: High-Efficiency Particulate Air (Filter)
HUD: Housing and Urban Development
HUTA: Highway Users Tax Account
HVAC: Heating, Ventilation, Air Conditioning
I-405: Interstate 405, also known as the San Diego Freeway
ICE: Immigration & Customs Enforcement
ICU: Intersection Capacity Utilization
IIP: Intersection Improvement Project
IIPP: Injury and Illness Prevention Program
IPEMA: International Playground Equipment Association
IT: Information Technology
JIC: Joint Information Center
JPA: Joint Powers Authority
JUA: Joint Use Agreement
LIDAR: Light Detection and Ranging
LLEBG: Local Law Enforcement Block Grant
LOS: Level of Service
LRMS: Law Records Management System
LTD: Long-term Disability
LTO: Linear Tape Open
M&O: Maintenance & Operation
MADD: Mothers Against Drinking and Driving
MDC: Mobile Data Computer
MIC: Mobile Intensive Care
MIS: Management Information Services
MOU: Memorandum of Understanding
MPAH: Master Plan of Arterial Highways
NACSLB: National Advisory Council on State and Local Budgeting
NCC: Neighborhood Community Center
NEC: National Electric Code
NFN: Neighbors for Neighbors
NIMS: National Incident Management System
NMUSD: Newport-Mesa Unified School District
NPDES: National Pollutant Discharge Elimination System
NPI: National Purchasing Institute
OCFCD: Orange County Flood Control District

OCFEC: Orange County Fair & Exposition Center
OCTA: Orange County Transportation Authority, OC Treasurer's Association
OPEB: Other Post Employment Benefits
OS: Official Statement
OTS: Office of Traffic Safety
PC: Personal Computer, Penal Code
PD: Police Department
PDAOC: Planning Director's Association of Orange County
PEG: Public, Education & Government
PERS: Public Employees Retirement System
POST: Peace Officer Standard Training
PPE: Personal Protective Equipment
PUC: Public Utility Commission
RAID: Reduce/Remove Aggressive & Impaired Drivers
RAN: Revenue Anticipation Note
RMRA: Road Maintenance and Rehabilitation Account
RMS: Records Management System
ROCKS: Recreation on Campus for Kids
ROR: Rate of Return
ROW: Right-of-Way
RRIP: Residential Remodel Incentive Program
SAAV: Service Authority for Abandoned Vehicles
SB: Senate Bill
SBOE: State Board of Equalization
SCBA: Self-Contained Breathing Apparatus
SEC: Security and Exchange Commission
SED: Special Enforcement Detail
SEMS: Standardized Emergency Management Systems
SIP: Signal Improvement Program
SLESF: Supplemental Law Enforcement Services Fund
SMP: Senior Mobility Program
SOBECA: South Bristol Entertainment and Cultural Arts
SR-55: State Route 55, also known as the Costa Mesa Freeway
SR-73: State Route 73, also known as the Corona del Mar Freeway
SRO: School Resource Officer
SUV: Sports Utility Vehicle

ACRONYMS (CONTINUED)

SWAT: Special Weapons and Tactics (Team)

TAN: Tax Anticipation Note

TARGET: Tri-Agency Gang Enforcement Team

TEA: Transportation Enhancement Activities

TMC: Turning Movement Count

TOT: Transient Occupancy Tax

TPA: Third Party Administrator

TRAN: Tax and Revenue Anticipation Note

UASI: Urban Area Security Initiative

UBC: Uniform Building Code

UCM: Utility Cost Management

UMC: Uniform Mechanical Code

UPC: Uniform Plumbing Code

UPS: Uninterrupted Power System

UST: Underground Storage Tank

VLF: Vehicle License Fee

WMD: Weapons of Mass Destruction

WROC: Westside Revitalization Oversight Committee

COMPUTATION OF LEGAL DEBT MARGIN

Fiscal Year Ended June 30, 2020

ASSESSED VALUE		<u>\$ 21,112,546,355</u>
	General Gvmt	
DEBT LIMIT: 3.75 Percent of Assessed Value		\$ 791,720,488
Amount of Debt applicable to Debt Limit:		
Total Bonded Debt	\$ -	
LESS: Assets in Debt Service Fund (Net)	-	
TOTAL AMOUNT OF DEBT APPLICABLE TO DEBT LIMIT		<u>\$ -</u>
LEGAL DEBT MARGIN		<u><u>\$ 791,720,488</u></u>

ASSESSED VALUE**Last 10 Fiscal Years**

Fiscal Year	Assessed Value	Increase (Decrease)	Percent Increase (Decrease)
2010-11	\$ 14,116,462,882	\$ (316,212,167)	-2.19%
2011-12	14,117,917,712	1,454,830	0.01%
2012-13	14,377,053,503	259,135,791	1.84%
2013-14	14,926,307,046	549,253,543	3.82%
2014-15	15,711,723,908	785,416,862	5.26%
2015-16	16,532,734,533	821,010,625	5.23%
2016-17	17,470,054,913	937,320,380	5.67%
2017-18	18,504,516,800	1,034,461,887	5.92%
2018-19	19,900,173,601	1,395,656,801	7.54%
2019-20	21,112,546,355	1,212,372,754	6.09%

Sources: HDL Coren & Cone

Orange County Assessor 2009/2010-2018/2019 Combined Tax Rolls

RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUE AND NET BONDED DEBT PER CAPITA

Last Ten Fiscal Years

Fiscal Year	Population ⁽¹⁾	Assessed Value ⁽²⁾	Gross Bonded Debt ⁽³⁾		
2010-11	109,960	\$ 14,116,462,882	\$ 4,140,000		
2011-12	110,757	14,117,917,712	3,615,000		
2012-13	111,358	14,377,053,503	-		
2013-14	111,846	14,926,307,046	-		
2014-15	112,343	15,711,723,908	-		
2015-16	112,377	16,532,734,533	-		
2016-17	113,000	17,470,054,913	-		
2017-18	115,296	18,504,516,800	-		
2018-19	115,830	19,900,173,601	-		
2019-20	114,778	21,112,546,355	-		
Fiscal Year	Less Debt Service Fund ⁽⁴⁾	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	
2010-11	\$ 704,300	\$ 3,435,700	0.00024	\$ 31.24	
2011-12	704,300	2,910,700	0.00021	26.28	
2012-13	-	-	0.00000	0.00	
2013-14	-	-	0.00000	0.00	
2014-15	-	-	0.00000	0.00	
2015-16	-	-	0.00000	0.00	
2016-17	-	-	0.00000	0.00	
2017-18	-	-	0.00000	0.00	
2018-19	-	-	0.00000	0.00	
2019-20	-	-	0.00000	0.00	

(1) Costa Mesa Community Economic Profile

(2) Assessed Valuation - Source: HdL Coren & Cone, Orange County Assessor Combined Tax Rolls

(3) As of February 1, 2012, the Successor Agency to the former Costa Mesa Redevelopment Agency is responsible for the outstanding Redevelopment debt.

(4) Amount available for repayment of General Obligation Bonds

RATIO OF ANNUAL DEBT SERVICE EXPENDITURES FOR GENERAL OBLIGATION BONDED DEBT TO TOTAL GENERAL GOVERNMENTAL EXPENDITURES *

Last Ten Fiscal Years

Fiscal Year	Principal	Interest	Total General Obligation Bonded Debt Services	Total General Governmental Expenditures	Ratio Debt Service to General Gvmt Expenditures
2010-11	\$ -	\$ -	\$ -	\$ 104,396,937	0.00%
2011-12	-	-	-	108,877,893	0.00%
2012-13	-	-	-	111,012,567	0.00%
2013-14	-	-	-	120,992,396	0.00%
2014-15	-	-	-	120,230,851	0.00%
2015-16	-	-	-	121,143,469	0.00%
2016-17	-	-	-	127,498,015	0.00%
2017-18	-	-	-	160,199,576	0.00%
2018-19	-	-	-	174,770,538	0.00%
2019-20	-	-	-	151,597,524	0.00%

* Includes General, Special Revenue, and Debt Service Funds.

2006 REFUNDING REVENUE BONDS

On June 1, 2006, the Costa Mesa Public Financing Authority issued \$2,365,000 of Revenue Refunding Bonds, Series 2006A, which was to advance refund the \$3,225,000 of the 1991 Lease Revenue Bonds issued on November 1, 1991. The original bonds were issued to provide monies to enable the Authority to acquire the City of Costa Mesa Community Facilities District 91-1 (Plaza Tower Public Improvements) 1991 Special Tax Bonds, issued under the Mello-Roos Community Facilities Act of 1982. The bonds mature serially from August 1, 2007 through August 1, 2022 in annual principal payments ranging from \$120,000 to \$210,000 and bear interest rates ranging from 3.85% to 5.10%. The debt service payments are funded by General Fund revenues.

2017 LEASE REVENUE BONDS

On October 4, 2017, the Costa Mesa Financing Authority issued a \$29,735,000 Lease Revenue Bond to fund (i) certain capital improvements in the City, (ii) refund all of the outstanding City of Costa Mesa 2007 Certificates of Participation (Police Facility Expansion Project), and (iii) pay the costs of issuing the Series 2017 Bonds. The debt service payments are funded by General Fund revenues.

SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY

The annual requirements to amortize bonds payable by the City as of June 30, 2021, are as follows (excluding loans payable and advances from other funds for which minimum annual payments have not been established):

Year Ending June 30	Public Financing Authority 2006 Refunding Revenue	Financing Authority 2017 Lease Revenue Bonds	Totals
2022	\$ 215,355	\$ 2,802,550	\$ 3,017,905
2023	-	2,803,300	2,803,300
2024	-	2,799,550	2,799,550
2025	-	2,796,175	2,796,175
2026	-	2,792,925	2,792,925
2027	-	2,789,550	2,789,550
2028	-	1,069,800	1,069,800
2029	-	1,070,550	1,070,550
2030	-	1,069,800	1,069,800
2031	-	1,072,425	1,072,425
2032	-	1,068,425	1,068,425
2033	-	1,067,800	1,067,800
2034	-	1,065,425	1,065,425
2035	-	1,066,175	1,066,175
2036	-	1,073,375	1,073,375
2037	-	1,072,106	1,072,106
2038	-	1,074,450	1,074,450
2039	-	1,070,356	1,070,356
2040	-	1,069,806	1,069,806
2041	-	1,068,281	1,068,281
2042	-	1,070,700	1,070,700
2043	-	1,067,063	1,067,063
Total principal and interest	215,355	33,900,588	34,115,943
Less interest payments	(5,355)	(9,050,588)	(9,055,943)
Outstanding principal	<u>\$ 210,000</u>	<u>\$ 24,850,000</u>	<u>\$ 25,060,000</u>

